



16-19 Bursary Fund Policy – Information for Students **Academic year 2025-2026**

What is the 16-19 Bursary Fund?

A key priority of the Government is to eliminate the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training. The Government provides funding to tackle disadvantages both through the Education Funding Agency's (EFA) funding formula and through support to help young people meet the costs of participating in education and training post-16. The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund. The Bursary Fund has been set up to help with any education related costs that may arise during the school year.

To be eligible to receive a bursary, the student must:

- Be aged (i) over 16 and (ii) under 19 at 31 August before the academic year in question. If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner
- satisfy the residency criteria in the EFA funding guidance
- be a resident of England (residents of Wales and Scotland should approach their home local authority to make an application for Welsh EMA or Scottish EMA)

The 16-19 Bursary Fund has two elements:

Vulnerable Bursary A of up to £1,200 a year for young people in the following defined vulnerable groups:

- young person is in care,
- young person is a care leaver,
- young person (not parents) is in receipt of Income Support or the equivalent Universal Credit 'UC',
- young person (not parents) is in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance 'ESA'(or Universal Credit as a replacement for Employment Support Allowance),
- The young person does not have to live independently of their parents; they can claim SA or UC in their own right, although their parents will not be able to claim Child Benefit for them if the young person's claim succeeds.

Discretionary Bursary B awards can be made by providers to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who cannot stay in education without financial help for things like transport, meals, books and equipment. Students in receipt of Free School Meals or those whose gross annual household income is below **£25,000** are the focus for this discretionary bursary award, but any student, regardless of their personal or family circumstances, can apply if they have an identifiable financial need.

1. Eligibility Criteria and Examples of Evidence

Vulnerable Bursary A

Young people in the vulnerable groups listed above will be eligible for a bursary of up to £1,200. [Where a student is in a defined vulnerable group and is undertaking a course lasting less than 30 weeks, the amount paid to them will be a proportion of their total award (for example £600 for a 15 week course if eligible for £1200).]

The vulnerable bursary is payable each academic year the student is in education or training, providing they continue to meet the age eligibility criteria.

A young person in care is defined as a young person who is looked after by the local authority on a voluntary basis or who is under a care order.

A young person is a care leaver if either (i) they are aged 16 and 17 and were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16 or (ii) they are aged 18 or above and were looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

Suitable evidence will need to be provided to demonstrate you are in either one of the vulnerable groups. The following are examples of appropriate evidence:

- a letter setting out the benefit to which you are entitled
- written confirmation of your current or previous looked-after status from the local authority

Discretionary Bursary B

Your application for a discretionary bursary should be supported by evidence of financial hardship. An example of this would be:

- evidence of Free School Meals eligibility
- evidence of household income (receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income)

The Academy has an annual allowance to meet discretionary bursary applications. Once the allowance is spent, no further funding will be made available by the EFA. Therefore the Academy will not allocate all the allowance at the start of the year, but will retain a proportion to allow for exceptional circumstances and student's joining courses later in the year.

It is not possible to specify the exact payment to be received by the discretionary bursary students, as the number of eligible candidates will dictate this in each academic year.

Some large cost items can be paid for directly from the Bursary, such as Field Trips and texts. The remaining Bursary will be paid to the student's bank account in instalments, dependent on student's fulfilling the Payment Criteria.

2. Payment Criteria

Receipt of both vulnerable bursary A and discretionary bursary B is dependent on the student meeting agreed standards which have been set by the Academy:

- Achieving **at least 93.5%** attendance in the period prior to the payment
- Achieving 100% exam attendance in the period prior to the payment
- Attending all timetabled lessons, including Private and Supervised Study, and Personal Development (Tutor) lessons.
- Submitting all assignments on time and behaving according to BCCS Code of Conduct.

3. Timings of Payment

The Academy will endeavour to pay all students termly in arrears, following a progress review meeting with their Sixth Form Tutor. Payments will be split throughout the year based on the number of full weeks in each of the 6 terms.

However, if there are specific items you need to enable you to study, such as a laptop or annual bus pass, it is possible on request for these items to be purchased from your bursary at the start of the year with any remaining funding being paid in cash termly in arrears.

Cash payments will be made directly to students' bank accounts.

4. Application Procedure

All applications must be given to the Deputy Head of Sixth Form, through completion of a 16-19 **Bursary Fund Application Form** together with suitable evidence. **For students joining the school for the 6th form, we ask that they hand in their applications by September 26th 2025, to be eligible for the first instalment.**

5. Late applications

There is no final deadline for applications as circumstances can often change during a year. Students can inquire about Bursary at any point in the year, however, the bursary fund is a finite resource, so late applicants will only have access to the financial support for the remaining section of the year i.e. it is not backdated.

6. Use of Funding Award

Students who apply for the bursary will complete a 'Use of Bursary' Google Form form in advance of the next payment which details **what the funding will go towards and how this is supporting their education**. Payment of the next instalment is made upon completion of this form.

7. Appeals

Any student or parent who wishes to appeal against an unsuccessful application may do so in writing. Appeals will be considered in accordance with the Academy's complaints policy.

[Further guidance on 16-19 bursary can be found here.](#)