

What is the 16–19 Bursary Fund?

The 16–19 Bursary Fund is a government-funded scheme designed to provide financial support to help students aged 16 to 19 stay in education or training. The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. Bursary support is intended to meet participation-related costs and will be based on individual need. If you're studying at sixth form, you may be eligible for help with education-related costs.

Bursary support can be used to help with:

- Transport
- Meals during the school day
- Educational visits and field trips
- Books, equipment, and course materials
- University open day visits or interviews

Bursaries are awarded based on **individual financial need**, and all support is subject to available funding.

Types of Bursaries

There are **two types of bursaries** available:

1. Vulnerable Bursary (Up to £1,200 per year)

2. Discretionary Bursary

Each school or college sets its own eligibility criteria for this bursary, usually based on **household income** and personal circumstances.

The school will manage the number and size of discretionary bursaries in order to keep within the budget of the funds available.

Who Can Apply?

To be eligible, you must:

- Be aged 16 to 19 on 31 August before the academic year starts
- Be enrolled in a full-time or part-time course at school, college, or another approved training provider (which lasts for 30 weeks or more)
- Meet the criteria for either the vulnerable or discretionary bursary
- You must ordinarily reside in the United Kingdom.

The fund has two elements:

1. A Bursary for students in defined vulnerable groups, as follows:

- in care of the Local Authority
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

A 'care leaver' is defined as:

A young person aged 16 and 17 who was 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
A young person aged 18 or above who was 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

2. Discretionary bursary

We can offer a discretionary bursary made by the school to young people who face financial barriers to participation. The school has based its assessment criteria for eligibility for a discretionary bursary on the needs and circumstances of our young people and subject to equalities legislation, as follows:

- Students from households with incomes of less than £30,000 per year
- Any other exceptional circumstances which may lead to financial barriers to participation.

The level of financial support offered will relate to actual financial need and will be tailored to individual circumstances.

If you think you may be entitled to either a vulnerable student or discretionary bursary please complete the application form available in this pack or from the school website and return with accompanying documentation, to the Head of Sixth Form or via email to bursary@stowevalley.com.

All information received will be treated in strictest confidence and copies of evidence of eligibility will be retained and stored securely for audit purposes.

If your circumstances change during the year and you become eligible for a bursary, you may apply for assistance at any time.

Assessment and payment of bursaries

Receipt of both vulnerable student and discretionary bursaries will be conditional on you meeting the following agreed standards:

- At least 95% attendance, no unauthorized absence and minimal lateness
- Making at least satisfactory progress and completing course requirements
- Adherence to the school's Code of Conduct

Using the criteria above, a decision panel (comprising the Head of Sixth Form, Head Teacher and Trust Finance team) will assess your individual need for financial support based on your circumstances, the family income evidence supplied, the participation costs being claimed and the funds available. You will be notified in writing of the award decision made. Whenever possible, the school will make purchases on the student's behalf. Students should request approval before purchasing any items themselves. Receipts must be kept and shared with the finance team. If you wish to appeal against the decision please follow the school's complaints procedure available on the school website.

How to Apply

To apply, please complete the **16–19 Bursary Application Form** (available in this pack, Sixth Form Study Room or from the school website) and return it, along with the required supporting documents, to the **Head of Sixth Form** the finance lead Jo Joiner.

All applications are treated in the strictest confidence. Evidence provided will be securely stored for audit purposes.

You will need to submit:

- Proof of household income (e.g. wage slips, P60, benefits letters, tax credit statements, etc.)
- Your bank account details (preferably in your own name)

- A completed application form
- Any other supporting documents, depending on your situation **Note:** You may apply at any point during the academic year if your financial circumstances change.

Some students may be asked for additional documents depending on their individual circumstances.

Important Notes

- Bursary payments may be made in regular instalments or given as help in kind (e.g. free meals, travel passes, equipment).
- Payments are **conditional on good attendance, punctuality, and behaviour.**
- You must inform the school if your financial situation changes.

When to Apply

You should apply **at the beginning of the academic year** or as soon as you know you might need financial support. Late applications may still be considered, especially if your circumstances change.

Assessment & Payment Process

All applications will be reviewed by finance lead Jo Joiner and monitored by the Head of year and/or **Head of Sixth Form**. Decisions will be based on:

- Your financial situation and household income
- Participation-related costs
- Funds available at the time of application

Students will be notified in writing of the decision. Where possible, the school will purchase items on behalf of the student. If you make purchases independently, you must **seek prior approval** and keep **receipts** for reimbursement.

Need Help?

For more information, please contact the Sixth Form Team or speak to Jo Joiner, the finance lead and bursary administrator.

To receive bursary funding, students must meet the following expectations:

- Maintain **at least 95% attendance**
- Avoid unauthorised absences and persistent lateness
- Make satisfactory academic progress
- Follow the **Sixth Form Code of Conduct**

You can also visit the official government page:
<https://www.gov.uk/1619-bursary-fund>

“Helping students focus on learning — not finances.” **Conditions of Support**

