



16-19 Bursary Policy

Review Body:	Local Governing Body
Leadership Group Responsibility:	Deputy Head Teacher
Type of Policy:	Non-Statutory
Review Period:	2 yearly
Reviewed:	January 2026
Next Review:	January 2028

1. Introduction

The 16–19 Bursary Fund provides financial support to help students overcome financial barriers so they can remain in education. The scheme is funded and regulated by the **Education and Skills Funding Agency (ESFA)**. Full details: www.gov.uk/1619-bursary-fund.

There are two types of bursaries:

- **Vulnerable Group Bursary** – up to **£1,200 per year** for students in defined vulnerable groups (subject to assessed need).
- **Discretionary Bursary** – awarded by the school to meet individual needs, for example, help with transport, meals, books, and equipment.

2. Who Is Eligible?

Students may apply if they:

- Are aged **16 or over but under 19** on 31 August in the academic year they start their programme.
- Are aged 19+ only if continuing a course started aged 16–18 or have an **Education, Health and Care Plan (EHCP)**.
- Meet ESFA **residency criteria** for post-16 education.
- Are enrolled on a course provided by **Newstead Wood School**.
- Have a financial need that cannot be met by household or other income.
- Meet school conditions on attendance, work commitments, and the Sixth Form Agreement.
- Have a household income **around £30,000–£35,000 or less** (most benefits excluded).

Note: Students who had free school meals in Year 11 or were entitled to Pupil Premium are likely to be eligible.

3. Vulnerable Group Bursary

Students should complete the **Vulnerable Bursary Application Form** if they:

- Are in care or leaving care.
- Receive **Income Support** or **Universal Credit** in their own name.
- Receive **Disability Living Allowance (DLA)** or **Personal Independence Payment (PIP)** plus **Employment and Support Allowance (ESA)** or Universal Credit in their own name.

Awards are **up to £1,200 per year**, but **not automatic**—they must reflect actual costs and need.

4. Discretionary Bursary

- For students not in a vulnerable group but facing financial hardship.
- Funding depends on available resources and number of eligible students.
- Priority is given to those with household income below £30,000 and greatest need.
- Awards are based on **actual participation costs** (e.g., travel receipts, equipment lists).
- **Blanket or flat-rate payments are not permitted.**

5. What the Bursary Can Be Used For

Funding can be used for:

- Public transport costs to and from school.
- Essential books and equipment not provided by the school.
- Curriculum-related educational trips.
- Clothing to meet Sixth Form dress code or specialist clothing.
- Meals during school hours (via school catering system).
- Travel to university open days or entrance test fees (e.g., BMAT, UCAT).
- Access to a device necessary for coursework or NEA.
- Printing costs for coursework or NEA.
- Other expenditure directly related to overcoming barriers to education.

Exceptional Circumstances:

The school may consider additional costs such as:

- Emergency travel due to family circumstances.
- Temporary accommodation if required for safeguarding.
- Costs linked to disability or medical needs.

6. Application Process

- Applications open at the start of the academic year and close in the last week of September.
- Late applications may be considered in exceptional circumstances by written request to the Headteacher.
- Decisions are made by the **Bursary Panel**, based on evidence and available funds.

7. Evidence Required

Applicants must provide recent (within 3 months) documentation such as:

- Universal Credit statements.
- Tax credit award notices.
- Payslips or P60.
- Care status confirmation.

False claims may result in recovery of funds and referral to the Department for Education or Police.

8. Conditions

- Students must maintain good attendance and behaviour.
- Payments may be paused if attendance falls significantly (e.g., below 90%).

9. Payment Method

- Most support will be provided **in kind** (school purchases items or pays providers directly).
- Cash payments are minimal and require receipts.
- No automatic termly lump sums without evidence.

10. Governance

- The **Bursary Panel** (minimum three members, including a senior leader as Chair) will:
 - Review applications.
 - Determine eligibility.
 - Award funding.
 - Monitor impact.
- Appeals should be made to the Headteacher, then via the School Complaints Policy.

Appendix 1

Bursary Identification and Payment Process – 2025-26

05-09	Sixth Form Team advertise bursary scheme to Year 12 & 13 students
15-09	Sixth Form Team collect data from Arbor to see who is eligible for Vulnerable Bursary
29-09	Deadline for Bursary applications
03-10	Bursary Panel meet and review attendance and behaviour of eligible students and send spreadsheet with approved students to finance team and payment plan for year.
Oct Half Term	Finance Team to process payment round one
25-01	Bursary Panel meet and review attendance and behaviour of eligible students and send spreadsheet with approved students to finance team
Feb Half Term	Finance Team to process payment round two
05-05	and review attendance and behaviour of eligible students and send spreadsheet with approved students to finance team
June	Finance Team to process payment round three

Appendix 2

Bursary Application Form 2025-26

Please read the Newstead Wood School Bursary Fund Guidance document prior to completing this form.

Application Details

Please tick the type of Bursary you are applying for:

- ☐ Vulnerable Bursary
- ☐ Discretionary Bursary:

Student Details:	
Surname:	First Names:
Date of Birth:	
Address:	
Post Code:	
E-mail address:	
Home Phone:	Mobile Phone:

To receive payments, you (the student) must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account Number:	

Eligibility Vulnerable Bursaries Please enclose or upload proof of your status in one of the following categories: tick

- ☐ You are living in care
- ☐ You have recently left care
- ☐ You are receiving Income Support or Universal Credit
- ☐ You are disabled and receiving both Disability Living Allowance and either Employment Support Allowance, Personal Independence Payments or Universal Credit Discretionary Bursaries:

Please provide proof of earnings for each adult in the household. Please tick and enclose/upload all that apply:

Income Source	Evidence	Total Annual Household Income	Tick all that apply and enclose/upload copies of evidence
Earnings	P60, self assessment return, or bank statements for 3 months		
Universal Credit	3 most recent award statements		
Spousal Maintenance	Court/private agreement/bank statement		
Child Benefit	Award Notice/bank statement		
Tax Credit	Award Notice		
Other Benefits	Benefit Decision Notice		
Other Income (please specify)			
Total Household Income			

Please state the number of adults in the household:

Please state the number of dependent children in the household:

Statement of Need:

Please briefly outline below what you require the funding for, giving estimated costs wherever possible:	
Travel (please give details of public transport journey and the costs)	
Essential books and equipment, including ICT (please give details of books/equipment required for your course and estimated cost)	
Specialist clothing (please give details such as protective clothing or specialist sports kit, and estimated costs)	
Support with Examination Fees / UCAS administration fees	
Trips (please give details of any visits relating to your course which may require a contribution)	
Other (please specify, giving estimated costs)	

Student Declaration:

I have read and understand Newstead Wood School 16-19 Bursary Fund Guidance 2023-24 and confirm that I meet the criteria for the type of bursary that I am applying for. The information contained within my application is true to the best of my knowledge and I will advise Newstead Wood School of any change in circumstances during the academic year.	
Signature of Student:	Date:

Parent Declaration (discretionary bursaries only):

I have read and understand Newstead Wood School 16-19 Bursary Fund Guidance 2023-24 and confirm that I meet the criteria for the type of bursary that I am applying for. The information
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contained within my application is true to the best of my knowledge and I will advise Newstead Wood School of any change in circumstances during the academic year.	
Signature of Student:	Date:

Please return completed forms to: Sixth Form Office, Newstead Wood School, Avebury Avenue, BR6 9SA or email sixthform@newsteadwood.co.uk

Appendix 3 – 16-19 Bursary Checklist



Education & Skills
Funding Agency

16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

- ☐ Student meets the age criteria.
- ☐ Eligible education provision.
- ☐ Student meets the residency criteria for post-16 provision.
- ☐ Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- ☐ Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- ☐ Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- ☐ Appropriate evidence seen and copies retained to confirm student's eligibility.
- ☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- ☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- ☐ Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- ☐ Evidence of income and overall eligibility obtained, and copies retained.
- ☐ Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- ☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- ☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.