



HEADLANDS SCHOOL
SINCE 1965

6

16 – 19 Bursary Fund Policy

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Headlands School

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1. Rationale

The 16 - 19 Bursary Fund is a grant calculated and paid to the School by the ESFA (Education & Skills Funding Agency). The grant aims to assist vulnerable students and students in need of financial assistance to continue attending school by removing financial barriers to participation.

Students must be at least 16 years old and under 19 years old at 31st August 2026, to be eligible to apply for financial support. Applications to the 16-19 Bursary Fund may be made at any point during the academic year.

Further information on the 16-19 Bursary Fund can be found at:

<https://www.gov.uk/1619-bursary-fund/>

2. Eligibility

There are 2 types of bursary awards available:

Vulnerable Student Bursary - applies to students who are:

- in care;
- a care leaver;
- in receipt of Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a partner or child;
- in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as either** Employment Support Allowance (ESA) or UC in their own right;

Students who fall within the above criteria for a Vulnerable Student Bursary should notify the school upon enrolment, to determine the level of financial assistance required for the year, the maximum amount being £1,200 for a full-time student (or pro-rata for a part time student).

The criteria for the award are set by the ESFA and must be strictly adhered to. Proof must be provided to the school to confirm eligibility for this award. Discretionary Awards These awards are more flexible and can be awarded to any student deemed eligible by the school. The eligibility for this award is set by each individual school, so neighbouring schools may have slightly different eligibility criteria.

Discretionary Student Bursary- applies to students who fall into the criteria below

At Headlands School, the following criteria apply:

- Students in receipt of Free School Meals are eligible to apply for a discretionary award without further proof of income.
- Students who live in a household with a household income of less than £34,000 are eligible to apply for a discretionary award but will need to provide proof of income*.
- Students who are identified as being a “service child” are eligible to apply.
- Students who apply will be expected to have a minimum attendance of 95% at the time of applying to be considered for an award. In exceptional circumstances e.g., absence due to an operation / unavoidable absence, students with attendance below 95% may apply, at the discretion of the Head of Sixth Form.

Bursaries may be withdrawn from students whose attendance/attitude deteriorates and for those students who do not meet the 6th form code of conduct requirements.

*Proof of income can include:

- A P60 for the latest full tax year
- Benefit Entitlement letter
- A Tax Credit Award Notice
- Universal Credit Monthly Award Notices (please provide evidence of 3 months)
- SA302 Form
- Certified accounts, if self-employed.

3. Examples of financial assistance

Financial assistance can be provided for:

- Books & equipment
- Transport costs to and from school (where these are deemed to be a barrier to participation)
- Educational course trips
- Other relevant costs - i.e., Purchase of materials for use in practical subjects.

Successful students can use the 16-19 electronic bursary order form to request items, this will then be processed by the Finance Department in school, and orders made by them using the student’s bursary funds.

4. FAQs

Do bursary awards impact on DWP benefits?

No, receipt of bursary funding does not affect the receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker’s Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

How do I apply?

An electronic Bursary Application form can be requested from the Sixth Form office. This should be completed and returned as soon as possible. A new application is required for each year of study i.e. one for Year 12 and one for Year 13.

How long will it take for my application to be considered?

Applications are considered as soon as possible after receipt, with an aim to process these within a month. Applications are considered by the Head of Sixth Form and Finance & Operations Manager. Any information provided as part of the application process will be confidential and treated with sensitivity. Information provided will never be shared to any outside agency or to any staff in school other than those involved in processing the applications.

All applicants will be notified of the outcome of their application and if this was successful or not.

If further information is needed to support the application, an email will be sent requesting this before a decision can be made.

5. Appeals

If your application is unsuccessful, you may appeal against the decision by writing to Mrs S Bone, Executive Headteacher. Your letter needs to include what you applied for, the amount you applied for and why you feel the application should have been successful, referring to the criteria within this policy.