



St Julie's Catholic High School

16-19 Bursary Fund Policy

Reference Documents:	DfE 16-19 Bursary Fund Guide 2025-26 The Key for School Leaders Guidance		
Last reviewed on:	19-05-2025 Business Manager 19-06-2025 AHT KS5		
Next review due by:	19-06-2028		
Approved by:	Full Governing Body	Date:	02-07-2025



1 Introduction

The 16-19 Bursary Fund is made available by the government through its funding body the Education and Skills Funding Agency (ESFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers.

The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their financial need.

2 Aims

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents/carers and students the type of support that is available and the means of applying for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

3 Guidance

This policy is based on the advice from the ESFA for 16-19 Bursary fund for the academic year 2025-2026. <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance>

4 Definitions

In care' is defined as:

- children looked after by a local authority on a voluntary basis (section 20 of the [Children Act 1989](#)) or under a care order ([section 31](#) of the Children Act 1989)

'Looked after child' is defined as:

- a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours ([section 22](#) of the Children Act 1989)

'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



5 Roles & Responsibilities

5.1 The Governing Body

The governing body has overall responsibility for approving and monitoring the implementation of this 16 to 19 bursary fund policy.

The responsibility for approving this policy is delegated to the Policy Committee.

The monitoring and implementation of this policy has been delegated to the Quality of Education Committee.

5.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.

5.3 Staff

Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently.

The senior leadership team (SLT) will provide staff with appropriate training in relation to this policy and its implementation.

5.4 Parents/carers

Parents/carers are expected to notify the Assistant Headteacher KS5 or the Headteacher of any concerns or queries regarding this 16 to 19 bursary fund policy.

6 How the school uses the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 7 for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are two types of 16-19 bursaries:

Category 1	bursaries for students in one of the defined vulnerable groups
Category 2	discretionary bursaries for students and is dependent on household income
Category 3	discretionary bursary for a student that does not fall into Category 1 or 2 but has a short-term emergency need.

We use the fund to provide students with support to fund items such as:

- Transport via a bus pass
- Free school breakfast (when student is entitled to Free School meals)
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days



- University application fee to UCAS

Please note this list is not exhaustive and cases/requests may be considered on an individual basis

7 Eligibility criteria for the 16-19 bursaries

The following eligibility criteria will be assessed in addition to the individual student's actual financial needs. No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have.

7.1 Age

To be eligible for either bursary in the 2025 to 2026 academic year, students must be at least 16 years old but under 19 years old on 31 August 2025.

Students aged 19 or over are eligible only for a discretionary bursary if they:

- Are continuing on a study programme or course that they began when they were aged 16 to 18-years-old, or
- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at St Julie's, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

7.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into one of these groups:

- Be funded directly by the ESFA or by the ESFA via a local authority;
- Be funded or co-financed by the European Social Fund;
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19; or
- Be a 16-19 traineeship programme

Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training

Students who are studying via distance learning are eligible for either 16 to 19 bursary, but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case-by-case basis.

Students who are studying via distance learning are eligible for either 16 to 19 bursary, but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case-by-case basis.



7.3 Residency

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision [Advice: funding rules for 16 to 19 provision - GOV.UK](#)

7.4 Asylum seekers

Accompanied asylum seekers under 18 with an adult relative or partner, and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children:

- Are the responsibility of the local authority;
- Are to be treated as 'looked after' children; and
- Are eligible for a bursary for vulnerable groups, where they have financial need

When these students reach 18-years-old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

7.5 Bursaries for young people in defined vulnerable groups

Students with a **financial need**, who meet one of the following four criteria below, in addition to the criteria outlined in sections 7.1, 7.2 and 7.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving 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 child or partner; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.



We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

7.6 Discretionary bursaries

In addition to the criteria outlined in sections 7.1, 7.2 and 7.3 above, students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

Has a gross household income of £30,000 (documentary evidence is required as detailed in the application form)

Are eligible and claim free school meals

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Level of household income
- Distance to travel between the student's home and the institution, or a location for a placement
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help
- Specific barriers to learning that the student may experience

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

7.7 Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

- A copy of the UC or IS award notice, in the student's name



- Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills
- Written confirmation of the student's current or previous looked-after status from the relevant local authority
- A copy of the UC claim from Department of Work and Pensions

Full details of the required evidence can be found within the bursary application form.

8 Application and payment process

8.1 Applications

Applications should ideally be submitted **within 4 weeks of the term starting** to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

We acknowledge however that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

8.2 Payment process

Payments are made using the following processes:

- Wherever possible the school will make purchases on behalf of the student
- Make in-kind payments, for items such as travel passes, books and equipment
- Make payments by transfer to the student's bank account or via cheque

8.3 Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance on or above 97% [subject to exceptional circumstances]
- Zero unauthorised absences
- Adherence to the Sixth Form Learner Agreement

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.



We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

9 Changes in circumstances

If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

10 Record keeping

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule. (A copy can be provided on request)

11 Unspent Funds

Funding for discretionary bursary funding cannot be carried forward for more than 1 year. Unspent funding must be reported to the ESFA using the [online enquiry form](#), specifying the amount of funding and the year/s it relates to, no later than 31 March each year. The ESFA will recover all unspent funds.

12 Monitoring Arrangements

This policy will be reviewed by AHT KS5 annually. At every review, the policy will be approved by the Policy Committee.



16-19 Bursary Fund Application Form 2025-2026

This completed application form and relevant evidence must be submitted within 4 weeks of your date of start in sixth form. If the application form and evidence is received later that this date payments can only be backdated 4 weeks.

Please read the guidance within the Bursary Policy prior to submitting your application.

Bursary Criteria					
To qualify you must be aged 16 or over and under 19 on 31 August 2025 and meet the EFA's residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.					
Please tick which category you are making your application under, please complete the required pages as detailed for each Category.					
Category 1		Category 2		Category 3	
<i>Pages 10 to 13</i>		<i>Pages 10,14-16</i>		<i>Pages 10,14-16</i>	
<i>Complete Section A</i>		<i>Complete Section B</i>		<i>Complete Section B</i>	
All completed forms should be returned to Head of sixth form					

All Students to complete

Personal Details			
Full Name			
Full address including post code:			
Contact telephone number:			
School email address:			
Date of Birth:	/ /	Age:	
Have you the right of abode and been resident in the UK for the last 3 years? (please tick which is applicable)	Yes		No



Section A – Category 1

Defined Vulnerable Groups Bursary	
<p>For students in financial need who are</p> <ul style="list-style-type: none"> • in care, • care leavers, • students receiving Income Support or Universal Credit in their own name and disabled students in receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP). 	
<p>Part 1: Evidence I wish to claim support from the 16-19 Vulnerable Group bursary fund, and I provide the following information as evidence of my personal circumstances. (Please tick as appropriate and attach documentary evidence)</p>	
	Tick as appropriate
Written Local Authority evidence of looked after or care status, or of previous looked after status.	
For students in receipt of Income Support who are financially supporting themselves/and someone who is dependent on them, a copy of the award notice in their own name.	
For students in receipt of Universal Credit who are financially supporting themselves/and someone who is dependent on them who is living with them, a copy of the award notice in your own name, plus a tenancy agreement in your name, a child benefit receipt, child(rens) birth certificate, utility bills etc	
For students in receipt of Universal Credit or Employment Support Allowance in their own right, a copy of the claim/award notice, plus evidence of receipt of Disability Living Allowance of Personal Independence Payments.	
Other relevant financial evidence relating to household income or circumstances (please specify).	
Information provided is for this purpose only and will be treated in the strictest confidence.	

<p>I confirm I have read the schools Bursary Policy and the information provided on this form is correct.</p> <p>I understand any false information given, or failure to notify the Head of Sixth Form of a change in my personal circumstances, will result in disqualification of support and may result in further action.</p> <p>I understand that I may have to repay part or all of this assistance offered if my attendance, conduct or progress is not satisfactory.</p>
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Section A – Category 1 Continued

Part 2: Application for Funding		
	Cost (£)	Number of Days
Travel (Bus Pass)		
Meals Breakfast		
Meals Lunch		
Learning Resources e.g books, materials		
Equipment		
Other item(s) not listed above		
Total (£)		

Please Note: Once a decision is made regarding your application you will be advised if it is successful, the amount awarded, and the process required to access the funding.

To be completed by the student

Part 3: Student bank/building society details. To receive payments, you 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 Address:			
Sort Code:		Account Number:	



Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the bursary scheme will be paid on condition of standards of attendance and behaviour as agreed by the Head of Sixth form.
- Any Holidays will be unpaid
- I will attend regularly and complete the course for which my bursary is supporting me. My attendance must be over 97% to qualify for a bursary.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify the school immediately.
- I will notify the Finance Department in school immediately with any changes to my bank/building society details.
- I understand that any monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will cease.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on information that I have provided, **my attendance, behaviour and attainment**.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel costs, meals and additional course costs such as trips.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application.

Student Name (please print)	
Student Signature	Date:
Parent/Carer Name	
Parent/Carer Signature	Date



Section B - Category 2 or 3

Discretionary Bursary	
<p>For students from lower income households where support is necessary to overcome financial barriers and enable participation.</p> <p>The following criteria is used to assess your application</p> <ul style="list-style-type: none"> Household income below £30,000 Eligible and claim free school meals 	
<p>Part 1: Evidence</p> <p>I wish to claim support from the 16-19 Discretionary bursary fund, and I provide the following information as evidence of my household circumstances. (Please tick as appropriate and attach documentary evidence)</p> <p>All documentation should be related to the current financial year. You must provide details of all household income.</p> <p>If you cannot provide evidence your claim cannot be processed.</p>	
	Tick as appropriate
P60 or 3 months' payslips	
Pension – official letter showing ongoing pension	
Audited accounts or official tax return if tax credits detailing self employed income	
Universal Credit, Income Support or Employment Support Allowance: all pages of the 3 most recent award statements showing earnings for each period	
Other benefit awards letter	
Council Tax Reduction – all pages of an official letter showing ongoing benefit	
Are you eligible and claiming Free School Meals	Yes/No
Number of dependent children living in household	
<p>Information provided is for this purpose only and will be treated in the strictest confidence.</p>	

<p>I confirm I have read the schools Bursary Policy and the information provided on this form is correct.</p> <p>I understand any false information given, or failure to notify the Head of Sixth Form of a change in my personal circumstances, will result in disqualification of support and may result in further action.</p> <p>I understand that I may have to repay part or all of this assistance offered if my attendance, conduct or progress is not satisfactory.</p>
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Section B - Category 2 or 3 continued

Part 2: Application for Funding		
	Cost (£)	Number of Days
Travel (Bus Pass)		
Meals Breakfast		
Meals Lunch		
Learning Resources e.g books, materials		
Equipment		
Other item(s) not listed above		
Total (£)		

Please Note: Once a decision is made regarding your application you will be advised if it is successful, the amount awarded, and the process required to access the funding.

To be completed by the student

Part 3: Student bank/building society details.			
To receive payments, you 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 Address:			
Sort Code:		Account Number:	

Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.



- I understand that monies I receive under the bursary scheme will be paid on condition of standards of attendance and behaviour as agreed by the Head of Sixth form.
- Any Holidays will be unpaid
- I will attend regularly and complete the course for which my bursary is supporting me. My attendance must be 97% or above to qualify for a bursary.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify the school immediately.
- I will notify the Finance Department in school immediately with any changes to my bank/building society details.
- I understand that any monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will cease.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on information that I have provided, **my attendance, behaviour and attainment**.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel costs, meals and additional course costs such as trips.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application.
- I consider myself/my child to be in financial need

Student Name (please print)	
Student Signature	Date:
Parent/Carer Name	
Parent/Carer Signature	Date



For Office Use Only

Student Name:		
Part 5: Consideration of Application		Evidence (please tick)
Category 1 Vulnerable Bursary	For students in financial need who are <ul style="list-style-type: none"> • in care, • care leavers, students receiving Income Support or(Universal Credit) in their own name and disabled students in receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP).	
Category 2 Discretionary Bursary	<ul style="list-style-type: none"> • Has a gross household income of less than £30,000 • Are eligible and claim FSM 	
Category 3 Discretionary Bursary	<ul style="list-style-type: none"> • Has an identifiable need and does not fall into category 1 or 2 	
Staff Considering Application:		Date:
Award Approved: Yes/No	Details of Awarded Items: <div style="float: right;">Amount:</div>	
Actions Agreed to reimburse student:		
Head of Sixth Form Signature:	Date:	
Headteacher Signature:	Date:	
Finance Processing		
Details of Actions Required/Processing		
Signature:		Date: