



The White Horse Federation

16-19 Bursary Fund

Information for Students and Parents



Background

On 28 March 2011 the Government announced a new 16-19 Bursary Fund to address disadvantage and support young people to participate in and benefit from post-16 education and training. Sixth Form Colleges are allocated funding which is designed to help support those young people who face the greatest barriers to continuing in education or training post-16.

The fund comprises two elements:

1. Defined Vulnerable Group Bursary

Up to £1,200 for students in the defined vulnerable groups as appropriate based on an assessment of actual need (pro-rata for courses lasting less than 30 weeks a year):

- those in care - for students who are in care, please provide written confirmation of current looked-after status from the relevant local authority – this is the local authority that looks after the student. The evidence could be in the form of a letter or an email but must be clearly from the local authority
- care leavers - for students who are a care leaver, please provide written confirmation of previous looked-after status from the relevant local authority – this is the local authority that provides the leaving care services. The evidence could be in the form of a letter or an email but must be clearly from the local authority
- young people in receipt of 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 - for students in receipt of UC or IS, please provide a copy of the UC or IS award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.
- 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 – please provide evidence of receipt of DLA or PIP.

The Bursary Fund is allocated to the school each year and once distributed the school will be unable to award further bursaries until the next academic year. Funding for these students is held centrally and schools draw down funding on demand. Successful applicants will receive £100 at the start of each term and, subject to no less than 95% attendance (no unauthorised absences), £100 at the end of each term. As the account into which the money is paid must be in the student's name, it may therefore be necessary for the student to open a bank account to facilitate this. Students will be sent an award notification.

The White Horse Federation is responsible for identifying students who are eligible for this payment. In doing so they will seek appropriate evidence as listed above:

- An awards notice setting out the benefit to which the student is entitled.
- Written confirmation of the student's current or previous looked after status from the local authority which looks after them or provides their leaving care services.

2. Discretionary Bursary

This bursary is targeted towards those facing financial barriers to participation. The award can be used to pay for items such as the cost of transport, books, 6th Form activities, trips and equipment and will be paid via BACS transfer to the student's own bank account. Consideration for discretionary payments will be based on household income and priority will be given to students on the lowest levels of income, however any student in financial difficulties is encouraged to apply.

Students can apply for this award if:

- The annual household income is below £35,000. This should be evidenced by receipt of a copy of a Tax Credit Notice (Form TC602) or proof of receipt of Income Support; income- based jobseekers allowance; income related employment and support allowance or pension credit.
- They feel they are in genuine need of financial support.

Schools receive a fixed grant for discretionary bursaries. The school will retain a contingency to cover the cost of bursaries awarded throughout the academic year due to changes in circumstances of individual students. It is expected that most of the funding for 2026/27 will be distributed within the academic year.

Eligibility

A student must be aged over 16 but under 19 on 31 August in the academic year in which they start their programme of study. In exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health, and Care (EHC) Plan.

How to apply

Application for the bursary must be made via a Bursary Fund application form and be supported by appropriate evidence of eligibility at the start of the academic year.

Students must also include an outline of their needs in relation to the courses that they are following.

Completed application forms should be returned to 6th Form in an envelope marked: *Personal & Confidential for Head of Sixth Form*

Applications should ideally be received as soon as possible after admission in September in order that we may support the student as quickly as possible, however applications will be accepted at any time throughout the academic year. Provided there are no changes in circumstances students only need to make one application per academic year.

Change of Circumstances

Any changes in circumstances following application should be communicated to 6th Form Advisor at the earliest opportunity. It may be necessary to complete a new application form and provide updated proof of household income.

Qualifying Condition

Receipt of the maximum qualifying bursary will be conditional on students meeting agreed standards as listed below:

- Attendance – 95% or higher, no unauthorised absences.
- Behaviour – No cause for concern
- Work Rate – Appropriate work rate and completion of course work

All qualifying conditions will be re-assessed prior to each payment to ensure compliance.

Lower payments may be made to students who do not meet the attendance criteria but who have demonstrated sustained attainment and achievement in their courses.

Exceptional circumstances

If a student does not meet the standards due to exceptional circumstances, this will be taken into account. Exceptional circumstances include caring for a sick or disabled relative or a long-term health condition.

Appeals

Appeals relating to the award should be made to the awards committee. Any complaints regarding the treatment of an application should be made using the school's normal complaints procedure.

Contact

The 6th Form Student Advisor will be happy to help and guide students through the 6th Form 16-19 Bursary Fund Application and Payment Procedure.