



Sixth Form Bursary Policy

Policy reviewed and updated	17/09/2025
Date of next review	31/08/2026
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.	

Responsible: Mr Regan (Head of Sixth Form)

1. Introduction

The 16-19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education and Skills Funding Agency (ESFA) sets the allocation for each academic year based upon census information submitted for the previous year.

Harefield School aims to:

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

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 Bursary Fund for the 2025 to 2026 academic year](#).

2. Types of bursaries

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups (see 2.1)
- discretionary bursaries which institutions award using policies they set, in line with these funding rules (see 2.2)

2.1 Vulnerable Groups Bursary

Students who meet the criteria (see 3.2), and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers. Eligible students may be awarded up to £1,200 per year to support them with their studies.

2.2 Discretionary Bursary

Students can apply for a discretionary bursary if they are facing particular financial barriers to their participation in Post 16 education.

Discretionary bursary students can apply for financial support with things such as:

- Transport costs
- Meals in school

- Books and equipment
- Educational trips
- The costs of attending university interviews and open days
- UCAS fees
- Clothing for school

3. Eligibility

3.1 Age (applicable for all bursaries)

A student must be aged 16 or over but under 19 on 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care (EHC) Plan.

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.

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

3.2 Students must meet the residency criteria in the

[ESFA funding regulations for post-16 provision](#)

3.3 Vulnerable Groups Bursary

The defined vulnerable groups are students who are:

- in care
- care leavers
- Receiving Income Support (IS) or Universal Credit (UC) in their own right.

3.4 Discretionary Bursary

Harefield School may offer students a discretionary bursary to students who are facing financial barriers to their Post 16 studies.

Discretionary bursary awards are based primarily on the level of household income. If a student's household income is **below £30,000**, they may be eligible for support from the 16-19 bursary fund.

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. For example, students who currently or previously were in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

3.5 Attendance and Professional Standards

In addition to the financial need of students, students must ensure that they continue to meet the standards and expectations set out below:

- 96% attendance
- 96% punctuality
- 100% attendance to all timetabled lessons when in school
- Attitude to Learning scores consistently averaging 2 or above.

Failure to maintain the above standards may result in bursary payments being suspended.

3.6 External students

Students who join Harefield School at the start of Year 12 will be required to provide proof of the following documents to confirm eligibility:

- Birth certificate
- Photo page of passport
- Proof of residency (for non-UK citizens)

3.7 Continuing 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.

4. Evidence of eligibility

Harefield School must obtain proof that students are eligible for either bursary, this may include:

For the Vulnerable Groups Bursary:

- A copy of Universal Credit or Income Support statements in the student's name
- Documents such as tenancy agreements in the student's name.
- Written confirmation of the student's current or previously looked after status from the relevant Local Authority.

For the Discretionary Bursary:

- A copy of the last 3 Universal Credit claims from the Department of Work and Pensions (full and complete statements only).
- A P60 or multiple (at least 3 months) payslips from all adults for whom the student is a dependent of in the student's main residence.

5. Application and payment process

5.1 Applications

Students wishing to apply for a 16-19 bursary must submit their application by no later than the last working day in September of that academic year.

Applications will be assessed on a case by case basis and applicants notified of the outcome of their application by the end of October.

5.2 Bursary payments

Bursary payments will be made 'in-kind', meaning through the purchase of goods rather than cash payments, and students should not expect to be reimbursed for costs already incurred. The school will purchase the item/s (subject to approval) and students will receive the item/s once they have been purchased / delivered.

Students should submit a request for items they wish to be considered for payment from the 16-19 bursary fund.

Each student's total bursary amount will be capped for the academic year and will be determined by the number of successful applicants for the 16-19 bursary in the academic year.

Should reimbursements be required, payments must be made into an account in the student's name. It is therefore a requirement that students in receipt of the 16-19 bursary have their own bank account.

6. Change in circumstances

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

7. 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.

8. Ownership of goods

Any goods purchased using bursary funds should be returned to Harefield School at the end of the student's studies, or at the request of the school.