



## 16-19 Bursary Policy 2025/2026

The 16-19 Bursary Fund exists to help students continue with and complete their education where they would otherwise be prohibited from doing so on financial grounds. There are two types of bursary, priority and discretionary, and students can apply for the one that is relevant to their circumstances.

### Who Can Apply for the Priority Bursary Fund?

Students can apply for a bursary of up to £1,200 a year if they are in one of the following priority groups:

- In care or care leaver
- Young person 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
- Disabled young person in receipt of 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

To be eligible for a bursary you have to be aged 16-18 at 31 August 2025, hold a bank account in your own name (as payments are made directly into your account by BACS) and fulfil the residency conditions specified below.

Meeting the criteria for the priority bursary does not automatically mean the funding will be given. The bursary committee will consider the particular circumstances of each application. If the committee believes the student has no financial needs or limited financial needs, it may decide no bursary should be awarded or to award a reduced amount.

### Who Can Apply for the Discretionary Bursary Fund?

Students can apply for a discretionary award where one of the following eligibility criteria are met:

- The student is on free school meals
- The household income is less than £21,000
- Parent/carers are in receipt of any of the following benefits:
  - Income Support or Universal Credit
  - Income-related Job Seekers Allowance or Income related Employment and Support Allowance or Support under Part VI of the Immigration and Asylum Act 1999 or The Guaranteed element of the State Pension credit
  - Child tax credit/working tax credit providing they have an income of no more than £21,000 as assessed by Her Majesty's Revenue and Customs or Universal Credit providing, they have an income of no more than £21,000 as assessed by Her Majesty's Revenue and Customs.
- Exceptional financial circumstances, any applications will be viewed sympathetically where financial need can be evidenced

To be eligible for a discretionary bursary you have to be aged 16-18 at 31 August 2025, hold a bank account in your own name (as payments are made directly into your account by BACS) and fulfil the residency conditions specified below.

The level of the discretionary bursary will be finalised when applications have been received and considered.

## **Residency Conditions**

To qualify for either bursary students must meet the residency criteria in the ESFA funding regulations for post 16 provision. In brief:

- Be settled in the UK and have been ordinarily resident in the UK for at least three years prior to starting the academic year
- Be a national of any European Union (EU) country or child of an EU national, and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting the academic year
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start the academic year and have been ordinarily resident in the EEA or Switzerland for three years prior to that
- Be recognised as a refugee by the UK government or the child of a refugee or have been granted Humanitarian Protection

## **What can the bursary be used for?**

The bursary is to help with the costs related to student studies, for example transport, books and equipment and other costs associated with your course.

## **How to Apply?**

If you wish to apply for support from the bursary fund, you should:

- Check you meet the eligibility criteria, if in doubt speak to Mrs Marsden-Green, Assistant Headteacher for advice
- Complete the online application and upload the required evidence, please note we will not be able to consider any applications without the supporting evidence. Evidence must be an original document not a photocopy.

The deadline for submitting applications for 2025/2026 is 3rd October 2025. Late applications will only be considered if there are funds available or if your circumstances have changed during the academic year.

Your application will be considered by our bursary committee, within two weeks of the closing date. You will receive confirmation of the application to the '16-19 Bursary Fund' along with the support allocation awarded by the bursary fund committee and, if appropriate, a payment scheme. All applications will be considered confidentially and applications and evidence will be processed and retained in line with the GLT Data Protection Policy.

## **Administration/Contingency fund**

Holmleigh Park High School reserve 5% of the total allocation in respect of covering the administration of the bursary and/or as a contingency fund. Funds remaining at the close of the summer term will be ring fenced and used for the provision of services for the benefit of students across the sixth form.

## **How will payments be made?**

Requests for payments must be through the 16-19 Bursary Portal. Payments will be made whilst the student remains on their course and meets the following requirements:

Attendance – your attendance must be 95% or above to all registrations, assemblies, lessons, Dear and private study

Attitude and academic performance – you must conduct yourself in line with the requirements of the Sixth Form Learning Agreement at all times

Attend Maths and English revision lessons – if a level 4 or equivalent has not been achieved in these subjects

Payments will be made by BACS into the student bank account. Where attendance has fallen below 95% in the previous term the payment will be withheld.

Year 13 students' payments will finish at the end of the week of their final exam.

Year 12 students' payments will finish at the end of the 39th week.

### **Appeals**

Any student wishing to appeal against the support level allocated, should do so in writing, within 2 weeks of receiving their letter of support allocation. Appeals should be made to the Sixth Form Administrator. It is expected that further evidence to support the funding request will be provided by the student if called upon.

### **Changes to your financial circumstances during the academic year**

A student receiving any support level of either bursary must immediately inform the Sixth Form Administrator of any changes in family circumstance that may affect their support level.

Students not in receipt of a bursary, who experience a change in financial circumstances during the academic year, which means they meet the eligibility criteria, may apply to the bursary committee for funding at the point of change.

