



16 to 19 Bursary Policy 2026-2027

Introduction

The Government has set up a bursary fund for those studying at publicly funded schools or colleges in England aged 16 to 19. Funds from this are allocated to schools that can then award bursaries to provide financial assistance to help with Post-16 studies.

The amount of the bursary could be up to £1200, depending on your circumstances. All bursary awards will be based on an assessment of the student's actual financial barriers to participation. Funding awarded will reflect evidenced costs including travel, essential books, equipment, specialist clothing and other necessary study-related expenses

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. Qualifying students aged 16-18 on 31st August 2026 and in full-time education can apply to the school's 16 to 19 Bursary Fund.

This fund has been allocated directly to individual schools to administer.

Eligibility

Priority Group – **Category 1**

Students in the defined vulnerable groups may be eligible for bursary support of up to £1,200 per year. Awards will be based on an assessment of individual need and actual participation costs. Eligibility does not automatically result in an award of £1,200

. This group includes:

- Students in care (*including unaccompanied asylum-seeking children*) & care leavers
- Students receiving Income Support or Universal Credit (*in their own name*) 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.
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

Discretionary Bursaries – **Category 2**

A secondary fund is available to support other students facing financial hardship who do not qualify for the Priority Group. Such "Discretionary bursaries" are awarded to applicants in the following groups:

- Students or their siblings receiving Free School Meals. This will confirm the household income is of a level to receive bursary support, and no other financial checks need to be made.
- Students that have been eligible for Pupil Premium during the previous five years
- Families whose total household income is less than **£32,500** for the last financial tax year (April 2025 to March 2026). An assessment of financial need will be made, and evidence of household income will be required.
- Students must meet the residency criteria for publicly funded post-16 education in England as specified by the Department for Education

What does the bursary cover?

The Bursary can be used for course related costs such as:

- Equipment necessary for the course/s studied, textbooks, revision guides and stationery.
- Educational courses or trips associated with subjects being studied.
- Contributions towards travel costs to and from school in the form of a monthly bus pass.
- Contribution towards costs to university open days (*two maximum*) and university/apprenticeship interviews.
- Contributions towards meals taken whilst in school.
- Where appropriate, support may be considered for higher education progression costs that present a financial barrier.
- In exceptional cases of hardship, temporary emergency support for essential travel or meals may be provided whilst a full bursary assessment is undertaken

The Bursary fund is not intended to provide general living costs, non-essential extra-curricular activities, pastoral support or learning support services.

Students should not purchase their own books or equipment with the intent of later being reimbursed, and such retrospective requests will be denied. Should a student require a specific item or piece of equipment, they should initially speak to the Head of Sixth Form, who will use the Bursary to purchase the item, where appropriate. Requests will be considered on an individual basis. The school reserves the right to purchase an alternative item that provides the same or equivalent functionality where this represents better value for money. In such cases, a like-for-like or comparable item may be purchased instead of the specific item requested.

However, if the school cannot purchase the items on your behalf, prior approval must be granted before a reimbursement will be given. Receipts for all items purchased must be provided for a reimbursement to be made. Any agreed reimbursements will be paid direct to the students bank account only.

The Application Process

Year 12 students can apply for the 16-19 Bursary when they start Year 12 in September 2026. Paper applications will be provided during enrolment in August or can be collected from the Sixth Form Office.

Year 13 students who were in receipt of the 16-19 Bursary in Year 12 do not need to submit a full application in Year 13, however they must complete a Self-declaration which states that their household circumstances have not changed considerably since their initial application.

Before submitting an application, students must check to make sure that they have completed all the sections of the form relevant to their circumstances and that they have attached copies of the relevant evidence to support their claim. If they have not, their application will be returned to them and, there will be a delay in any potential Bursary support being made. Details of the evidence required can be found in the relevant sections of the application form.

All applications will be assessed initially by Beckfoot Oakbank Sixth Form team and then Beckfoot Trust Finance teams, and decisions will be made based on the criteria set out above. Students will be informed via letter of the outcome upon complete assessment of their application.

Deadlines for applications

There is no set deadline for receipt of applications, however please note, any Bursary support will only be available from the date of the award. We will not be able to make retrospective payments/support, therefore, we would urge you to apply as soon as possible so we can begin to determine the level of any allocation.

Should students have a significant change in financial circumstances, they are encouraged to reapply for the Bursary if they were previously unsuccessful, at which point their new circumstances will be considered.

Reduced/Withdrawn Support

Continued bursary support may be reviewed where attendance, engagement or conduct raises concerns. Decisions will be made on a case-by-case basis and account will be taken of exceptional circumstances such as illness, disability or caring responsibilities

Decisions in this regard will be made by the Head of Sixth Form.

Appeals/Complaints Procedure

If you feel that your case has not been given fair consideration, there is a right to appeal against the decision. This must be in writing, setting out the reasons why you wish to appeal against the decision and submitting it to the Sixth Form Faculty Leader, Miss Chang. The final decision rests with the Headteacher, Mr Ray.

Further Information

Further information can be found by contacting Miss Chang rchango1@beckfooakbank.org or by consulting the following website [16 to 19 Bursary Fund: Overview - GOV.UK](#).

Rachael Chang

Faculty Leader: Post-16

Policy reviewed: July 2026

Application to 16-19 Bursary Fund 2026/27

Financial Assessment Form

Student Details

Surname	
First name(s)	
Date of Birth (dd/mm/yyyy)	
Age on 31st August 2026	

Address Details

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

Priority Group- Category 1

You may be eligible to receive an award of up to £1,200/year as a member of a named vulnerable group. You will need to provide evidence to support that claim related to certain benefit categories below.

Please tick the box if you meet any of the following criteria:

Category	Evidence Required	Tick
Student currently in care	Local authority letter confirming care status	
Student is a care leaver	Local authority letter confirming care leaver status	
Student in receipt of Income Support or the equivalent Universal Credit	Current award notice for relevant benefit	
Student in receipt of Personal Independence Payment	Current award notice for relevant benefit	

Financial Assessment – Other Income

Please tick the relevant boxes to indicate all other income received into the household

Other Income	Working Tax Credit	Child Tax Credit	Child Benefit	Grants or Bursaries etc	Any other income / benefit – please specify
Person 1					
Person 2					
Student					

Evidence

Whatever you have declared in the Financial Assessment section above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

Type of Income	Evidence Required
Annual Salary	P60 for tax year 2025-26, or week 52 (last week in March 2026) payslip or month 12 (March 2026) payslip
Universal Credit	3 most recent monthly award statements.
Income Support	Entitlement / Award letter – dated within the last 3 months
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months
Housing Benefit	Entitlement / Award letter – dated within the last 3 months
Any other benefit	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit	Working Tax Credit Award Notice marked "2025-26". Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice marked "2024-25". Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Benefit	Award letter
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid
Any other income	Relevant paperwork

Student Bank or Building Society account details

This should be the name as it appears on your cash or debit card, or statement

The bank account must be in the student's name

Full name of Account Holder	
Name of Bank / Building Society	
Branch	
Sort Code (xx-xx-xx)	
Account Number (xxxxxxx)	

Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

2. I am aware that the funding covers only this school year and that I must complete a self-declaration next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student) Date

Signed (Person 1 or 2) Date

Data Protection Statement

The information provided as part of your application to the 16 to 19 Bursary Fund will be processed by Beckfoot Oakbank and Beckfoot Trust for the purpose of assessing eligibility, determining financial need, administering bursary awards, preventing fraud, and meeting audit requirements associated with the 16 to 19 Bursary Fund. The school is required to collect and retain evidence to demonstrate compliance with the funding rules set by the Department for Education. [\[gov.uk\]](https://www.gov.uk)

Personal information collected may include:

- Student and parent/carer contact details.
- Date of birth and enrolment information.
- Financial information, including household income and benefit entitlement.
- Bank account details for payment of approved bursary awards.
- Supporting evidence provided as part of the application process.

Information will only be accessed by authorised staff involved in the administration of the bursary scheme and may be shared with external bodies where required by law or for audit and assurance purposes, including the Department for Education, external auditors, funding agencies and other regulatory authorities. [\[gov.uk\]](https://www.gov.uk)

The school will store bursary application records securely and retain them in accordance with its Data Retention Policy and statutory funding requirements. Information will not be kept for longer than is necessary for these purposes.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, applicants have the right to:

- Access the personal data held about them.
- Request correction of inaccurate or incomplete information.

- Request restriction of processing in certain circumstances.
- Raise concerns regarding the processing of their personal data.

For further information about how your personal information is used, or to exercise your data protection rights, please contact the school's Data Protection Officer or refer to the Trust's Privacy Notice available on the school website.

By submitting a bursary application, you confirm that the information provided is accurate and understand that it will be processed for the purposes outlined above.

TO BE COMPLETED BY SCHOOL	
Date Received	
Authorised By:	
Authorisation Date:	