

16 - 19 Bursary Fund 2024/25

Guidance to Students and Parents



Introduction

The 16 to 19 Bursary Fund is money provided by the government for schools to support disadvantaged students to overcome financial barriers to participation in education.

A bursary is money that you, or St Bart's (on your behalf), can use to pay for things like:

- trips, books and other equipment to support your courses
- transport and food on days you attend Sixth Form
- contributions towards educational visits and trips
- contributions towards the cost of visiting university open days or interviews

Eligibility

You must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2024 to 2025 academic year. 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 Plan (EHCP).

To be eligible for the 16 to 19 Bursary you must also adhere to our Sixth Form Core Expectations, which are on our website.

If a student is absent for a period of four continuous weeks or more (excluding holidays, or if there is evidence of an intention of the student to return), then payments will be stopped. For students who have made a decision to withdraw from a study programme the school may take back money from students if they have not spent it for the agreed qualifying reason.

The impact of receiving a bursary on household benefits

16 to 19 Bursary Fund payments do not affect entitlement to income-related benefits. However, if the student is getting DLA or Personal Independence Payments and ESA or UC, parents can no longer receive certain household/family benefits for that child, e.g. child benefit.

Bursaries are not a substitute for other sources of financial support such as childcare payments made under the Care to Learn scheme, or payments to meet residential costs under a Residential Support scheme.

Bursary Type

There are two types of 16 to 19 Bursary:

Vulnerable Bursary

Bursary for students in vulnerable groups. Your course must last at least 30 weeks to acquire the full benefit.

You could get up to £1,200 if at least one of the following applies:

- you're in or have recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Evidence: We must see evidence of the status claimed before we are able to authorise a vulnerable bursary. This may be confirmation of looked after status from the Local Authority, a letter from the Department of Work and Pensions (DWP) stating which benefits you are entitled to and that you are able to participate in education or training. In addition, you will need to show eligibility of financial need as for the discretionary bursary.

Discretionary Bursary

Discretionary Bursaries are awarded based on individual circumstances and each application will be considered on its own merit. However, the intention is that it supports students who are facing financial barriers to attending school, in particular those students in low income households and in receipt of one of the following: Income Support or Universal Credit, Working Tax Credit/Child Tax Credit, Income based Employment and Support Allowance or other benefits or pensions. Your household income will generally be below £30,000 for you to be eligible for bursary funding.

If you are eligible, we will work with you to create an Individual Financial Plan so that you know what you are entitled to claim for. All claims must be made via our online bursary management system and must be individually approved and evidenced by a receipt or other paperwork. If you are not sure if you can claim for an item, please check before purchasing it.

Evidence: We must see evidence of a student's eligibility for a Discretionary Bursary, usually in the form of benefits statements, payslips and other parental documentation.

Paying the Bursary:

Vulnerable Bursary

The Vulnerable Bursary will be paid each month into the student's personal bank account. Payments are usually made each half of term up to a total of six payments throughout the school year.

Discretionary Bursary

The Discretionary Bursary will be paid in the most appropriate way. For curriculum school trips, the school will fund your place provided a claim has been submitted. For travel, it is possible to claim for this in advance of purchasing a monthly travel pass, provided receipts are retained and submitted as requested. In other circumstances a receipt / invoice clearly identifying the item(s) purchased, would be used as evidence to support reimbursement to the student's bank account. We cannot accept claims without supporting paperwork.

Next Steps

The school is responsible for managing both types of bursary and applications must be made on an annual basis. We have an online application system which can be accessed from RM Unify or the school website. Students must make applications themselves and should use their school email address. Applications from personal email address or parents/carers will not be accepted.

If you think you may qualify for a Vulnerable Bursary or Discretionary Bursary, and you would like some advice before completing the application, please come and see one of the Sixth Form team:

- Mr Wilder (Co-Head of Sixth Form) in person or jwilder@stbarts.co.uk
- Mrs Garrety (Student Support and Administration) in person or hgarrety@stbarts.co.uk
- Your House Leader in person or via email:
 - Mr Roberts (Sixth Form Leader Curnock) – jroberts@stbarts.co.uk
 - Mrs Talbot (Y12 Sixth Form Leader Davis) - rtalbot@stbarts.co.uk or Mr Bateman (Y13 Sixth Form leader Davis) - – dbateman@stbarts.co.uk
 - Mr Owen (Sixth Form Leader Evers) – mowen@stbarts.co.uk
 - Miss Bilcliff (Sixth Form Leader Patterson) – mbilcliff@stbarts.co.uk

Complaints or appeals

Any student who is unhappy about the way a request for bursary funding was handled should follow the School's complaints procedure. The policy can be found on the school website.