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Headteacher: Dr J Mellor

15th September 2026

Dear Parent/Carer,

6th Form 16-19 Bursary

The bursary is a sum of a money given to the school by the Department for Education to support post 16 students that may be entitled to some financial support whilst continuing their post 16 studies.

This money is to support the students in accessing their studies for example to purchase some educational materials and contribute towards transport costs.

There are two types of bursaries available. For either bursary application, students must first meet these criteria:

Age

To be eligible for either bursary in the 2026 to 2027 academic year, students must be at least 16 years old but under 19 years old on 31 August 2026.

Provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted).

Residency

Students must meet the residency criteria set out in the [ESFA funding regulations for post-16 provision](#).

(Further details regarding the above eligibility can be found in the 16-19 Bursary Procedure guidance.)

Bursary 1

Students in defined vulnerable groups

Students with a financial need, who meet one of the following four criteria below, in addition to the criteria outlined above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS) or Universal Credit (UC) 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).



Bursary 2

Discretionary bursary

In addition to meeting the criteria outlined above, students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

If the student/family is in receipt of

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Your household income is under £30,000 per annum – this is combined income of everyone in the household

Students must apply for the bursary using the application form and submit this to the Sixth Form office, with the relevant evidence (as detailed on the application form) by no later than **Friday 25th September 2026**. Although, you can apply for a bursary at any time, for example if your household circumstances change during the academic year. When completing this, you will need to apply for what you believe you will need access to throughout the academic year, please therefore liaise with your subject teachers/faculty leaders as well as the Sixth Form Team. Details regarding the claim and payment conditions can be found on the school website.

When calculating the amount for either bursary, cases will be looked at individually and the outcome will be based on a particular student's needs. You have to apply for the bursary each academic year.

It is our intention to process applications and advise students in writing, of the outcome of their application via their school email address by **Monday 5th October 2026**. Please keep any receipts for bus passes or items purchased in the meantime as we may be able to meet the cost retrospectively as long as we have proof of receipts, should you be eligible. If granted access to the bursary, all claims must be made using the bursary claim form and this must be accompanied by relevant evidence (as detailed in the conditions document).

If you have any questions, please do not hesitate to contact the Sixth Form office.

Yours faithfully,

Mr Matt Talbot
Director of Sixth Form