



John Colet School

Every Student Thriving

16-19 Bursary Fund Policy 2025-26

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Education Skills and Funding Agency (ESFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

There are two types of 16-19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year for eligible students. A financial needs assessment will be carried out to confirm actual financial need and amount of support required. No student will automatically receive £1,200.
- Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

There are 3 levels of funding:

High – up to £1,200 per academic year

Medium – up to £1,000 per year

Low – up to £600 per year

All awards are subject to the availability of funds. Where awarded, funds may be spent on expenses such as the cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to higher education open days, course related sporting activities, uniform, exam re-sits or other school resources.

Completed applications should be sent to Mr Jennings by **30th September 2025** and applicants will be notified of the Bursary Committee's decision by the end of the second week of October.

Successful applicants will be reimbursed for expenses incurred as part of their membership of the John Colet School Sixth Form as long as attendance and effort in studies is deemed satisfactory and on the production of receipts.

If you have any questions please contact Mr Jennings, Chief Financial & Operating Officer.

Who is eligible for a Vulnerable Group Bursary?

Students who meet one of the 4 criteria below and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year. Institutions must ensure that students are eligible for the bursary for defined vulnerable groups in each year they require support.

The defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving 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
- Receiving 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

Who is eligible for Discretionary Bursaries?

John Colet School make discretionary bursary awards to students to help them overcome the individual barriers to participation they face, for example, help with the cost of transport, meals, books and equipment.

A discretionary bursary is available to students not eligible for the full Guaranteed Bursary who reside in a household whose parents/carers are in receipt of any of the following:

- 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 State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Students who reside in a household which has a taxable income of less than £18,000 for the tax year previous (evidenced through production of P60, Working Tax Credit Award Certificate) may also apply for the Discretionary Bursary.

Students who were in receipt of Free School Meals in Year 11 may also apply for the Discretionary Bursary.

Exceptional Circumstance - Additional help

Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over but under the age of 19 years of age on 31/08/25 (unless they have an Educational, Health and Care Plan or are continuing a study programme they began aged 16-18).
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

Residency qualifications

Please refer to EFA funding guidance regulations at:

<https://www.gov.uk/government/publications/advice-for-young-people-16-to-19-bursary-fund>

Proof of income

You will be asked to provide a copy of any state benefits you or your family received in 2023-24 and/or proof of income such as:

- Income Support
- Income-based Jobseekers Allowance
- Support under part IV of the immigration and Asylum Act 1999
- Child Tax Credit, if the family's income (as assessed by the Inland Revenue) does not exceed £16,190
- Employment and Support Allowance (ESA/IR)
- Guaranteed State Pension
- Working Families Tax Credit

Additional supporting proof could include

- Certified letter from the Local Authority regarding Free School Meals or confirmation from the secondary school attended
- Certified letter from the DWP
- P60 (additional evidence may also be required)
- Self Employment Income evidence
- Other means tested certification

How will John Colet School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the School Office as soon as possible, after admission to the Sixth Form, in September. A Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- They must maintain acceptable levels of behaviour and attitude to learning

The Bursary Fund Committee

The Bursary Fund Committee will meet during the Autumn Term to review applications. Emergency meetings may need to be called as required.

The Bursary Fund Committee will be made up of the Headteacher, Chief Financial & Operating Officer, Head of Sixth Form and a School Governor if available.

The Head of Sixth Form does not make decisions about applications but may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance. The Bursary Fund Committee also follows the relevant equalities legislation to ensure no students are discriminated against.

Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors, who will follow the school's compliments, complaints and resolution procedure.

Financial support for 6th Form Students in 2025-26

The following information applies to students aged 16 to 18 on 31st August 2025 taking a full-time post-16 education course in 2021-22 or aged under 19 at 31st August 2025 and either have an Education, Health and Care Plan (EHCP) of continuing on a study programme you began aged 16-18 ('19+ continuers).

There are three levels of bursary funding: High, Medium and Low priority groups.

£1,200 Bursary (high priority group)

The government has announced that some students will be entitled to a grant or bursary of £1,200 next year. You could get this if you are in one of the following categories:

- You are living in or have recently local authority care
- You, the learner, are receiving Income Support or Universal Credit
- You, the learner, are receiving Disability Living Allowance (DLA) and either Universal Credit or Employment and Support Allowance (ESA)
- You, the learner, are receiving Personal Independence Payment (PIP) and either ESA or Universal Credit

Payments will be made upon presentation of valid receipts to the Finance Office and subsequent authorisation by the Head of Finance and Business during the period of agreed funding. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this £1,200 bursary, please complete the main application form and appendix 1.

Medium priority group

You could receive this level of funding if:

- You have a gross annual household income of below £20,000
- OR
- You received Free School Meals at any time during Years 7 to 11
- OR
- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to £1,000 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts or details of expenditure will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs and exam re-sit

Payments will be made upon presentation of valid receipts to the Finance Office and subsequent authorisation by the Head of Finance and Business during the period of agreed funding. Payments will be subject to review by the Bursary Fund Committee.

Low priority group

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £28,000
- OR
- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are eligible for up to £400 per annum support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts or details of expenditure will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded. Payments will be made upon presentation of valid receipts to the Finance Office and subsequent authorisation by the Head of Finance and Business during the period of agreed funding.

Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.

John Colet School 16-19 Bursary Fund Application 2025-26

(Both learner and parent/carer forms are required
plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned.

Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Learner Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.

Learner Signature		Date	
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**The application form and appropriate appendix needs to be handed to the School Office by 30th September 2025 marked for Mr Jennings' attention.
Applicants will receive a letter informing them if they have been successful or not by the 10th October 2025.**

16-19 Bursary Fund Application 2025-26

(Both learner and parent/carer forms are required
plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned.

Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

High (Appendix 1 Form)		Medium (Appendix 2 Form)		Low (Appendix 3 Form)	
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(please tick one category and fill in the relevant form)

I confirm that the details on this application and the evidence provided are true and accurate.

Parent/carer Signature		Date	
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**The application form and appropriate appendix needs to be handed to the School Office by 30th September 2025 marked for Mr Jennings' attention.
Applicants will receive a letter informing them if they have been successful or not by the 10th October 2025.**

Appendix 1

Application for high priority funding – £1,200 per annum

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for high priority funding under the following criteria (please delete as appropriate):

- I am living in or recently left local authority care
- I am in receipt of Income Support or Universal Credit
- I am disabled and receiving Disability Living Allowance and either Employment Support Allowance (ESA) or Universal Credit
- I am in receipt of Personal Independence Payment and either ESA or Universal Credit

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

**The application form and appropriate appendix needs to be handed to the School Office by
30th September 2025 marked for Mr Jennings' attention.
Applicants will receive a letter informing them if they have been successful or not by the 10th
October 2025.**

Appendix 2

Application for medium priority funding – maximum available £1,000 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for medium priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I received Free School Meals at any time during Years 7 - 11
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

**The application form and appropriate appendix needs to be handed to the School Office by 30th September 2025 marked for Mr Jennings' attention.
Applicants will receive a letter informing them if they have been successful or not by the 10th October 2025.**

Appendix 3

Application for low priority funding – maximum available £400 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for low priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £28,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

**The application form and appropriate appendix needs to be handed to the School Office by 30th September 2025 marked for Mr Jennings' attention.
Applicants will receive a letter informing them if they have been successful or not by the 10th October 2025.**