



Dear Parent / Carer,

### The 16-19 Bursary Fund

The Government introduced a Bursary Scheme for 16-19 year old students a few years back to provide assistance to students whose ability to participate in and to complete their education may be affected by financial constraints. The School will receive a fixed sum for the 16-19 Bursary Fund, which is determined by the Government. The amount that the School is allocated has a significant impact on the funding which the School can offer to individual students.

#### **There are 2 types of 16 to 19 bursaries:**

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award using policies they set, in line with these funding rules

#### **Who can apply for 16-19 Bursary Funding?**

- A student must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 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)
- Students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted) and fully funded by the ESFA.
- Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision.

#### **BURSARY FOR DEFINED VULNERABLE GROUPS – Level One Priority Group**

Students aged at least 16 and under 19 on the 31st August 2025 and fall into one of the following categories:

- Young person is living in care, or have recently left living in care
- Young person is in receipt of income support or universal credit (evidence by Letter/document from benefits office)
- Young person is in receipt of both Disability Living Allowance and Employment Support Allowance

Students who fall within one of the defined vulnerable groups could receive a bursary of up to £1,200. Payments will be made on a monthly basis.

#### **DISCRETIONARY BURSARY – Level Two Priority Group**

**Students who fall into one of the following categories:**

- Have a gross annual household income below £20,000 OR
- Were identified as eligible and received Free School Meals in Year 11 OR
- Your household is in receipt of other income-based means tested benefits

Assessment of student's actual financial needs carried out and monthly payment will be made dependent on needs. This is determined by the funding received from the EFA.

### **DISCRETIONARY BURSARY – Level Three Priority Group**

#### **Students who fall into one of the following categories:**

- Have a gross annual household income between £20,000- £25,000 OR
- Have an identifiable financial need and do not fall into level 1 or 2 priority groups

Assessment of student's actual financial needs carried out and support awarded in kind dependent on needs and if any EFA funds available after awarding Level two priority group.

Proof of Income Proof of evidence will be required to support your application and could include the following:

- Certified letter from the Local Authority regarding Free School Meals
- Certified letter from the DWP
- Copy of parent(s) and/or partners P60 (or evidence of current income)
- Copy of householders Tax Credit Award notice for 2024/25
- Job Seekers Allowance (JSA)
- Employment and Support Allowance (ESA)
- Income Support (IS)
- Universal Credit
- Personal Independence Payment (PIP)
- Self-Employment evidence of income
- Other means-tested certification

Broughton Hall will prioritise allocations of this limited fund. There will be three priority groups, categorised as Level One, Two or Three. Students who believe that they are eligible for any level of funding should complete an application form and hand it to Mrs Robinson, Sixth Form Support Manager.

Students who are deemed to be eligible should understand that for funding to continue they will be monitored by their teachers for:

- Attendance to school of 95% and above
- Unauthorised absences during the school day and full attendance of all relevant timetabled lessons
- Acceptable levels of behaviour and effort
- Timely submission of work to an acceptable level. We will consider any feedback from teachers indicating that a student is not complying with the criteria needed to receive the Bursary.

If you have any further questions regarding the 16-19 Bursary, please contact Mrs Robinson, Sixth Form Support Manager

Yours faithfully,

Miss Sophia Anderson

Head of Sixth Form