

16-19 Bursary Policy 2025/26



Date	Review Date	Coordinator	Nominated Governor	Ratified at Governors Date
22/10/25	22/10/26	Katherine Halam	Warwick Fermin	

At Woodley School and College, we intend to provide a calm, safe, secure, positive, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education, which encourages good social skills and respect for self and others where young people develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation re disabilities, race relations and special educational needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Equal Opportunities and Health and Safety.

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1. 16-19 Bursary Policy Introduction

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at a publicly funded school or college in England - not a university
- on a training course, including unpaid work experience

A publicly funded school is one that does not charge you for attending it.

A bursary is money that you, or your education or training provider, can use to pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

More information can be found at <https://www.gov.uk/1619-bursary-fund/eligibility>

Please ask at the school for an application form.

2. Types of funding available

There are 3 types of 16 to 19 bursary:

- a bursary for students in vulnerable groups
- a discretionary bursary
- emergencies and hardship

Bursary for students in vulnerable groups

You could get a bursary worth up to £1,200, depending on your circumstances and benefits if at least one of the following applies:

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you are 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

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

Discretionary bursary

You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups. The amount available will depend upon the number of applications from eligible pupils but could be up to £250.

The Bursary will be available for pupils from families with low household incomes.

If the student or his/her siblings are in receipt of Free School Meals for the current year, the household income will have been assessed and there is no need to carry out further checks.

Emergency and Hardship

You might be able to get more support if your circumstances change or you have a financial emergency which does not fit into category 1 or 2; these students may be given financial or in-kind contributions for:

- Educational visits
- Clothing
- Expenses to attend college interviews

Speak to the school if you think you need this extra help.

If you're over 19, you'll only be eligible for a discretionary bursary.

3. Eligibility

You must:

- be at least 16 and under 19 on 31 August in the academic year in which the course begins
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

4. How to apply

If you are applying for a bursary you will need to complete the application form provided and return it to the school office with the following evidence:

Category 1

- A letter setting out the benefit(s) to which the young person is entitled
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care service

Category 2

- None if the applicant receives a free school meal.

Category 3

- Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced. In this situation, a covering letter should be included, outlining the circumstances and providing supporting evidence.

Following review, a decision will be communicated by email.

5. How payment will be made

All payment of bursaries is made based on school attendance of 90% and above, unless due to exceptional circumstances. Applications will be open from October until the Christmas holiday. For any students beginning after Christmas we may accept late applications.

Payments will be made once all receipts have been received and will be sent by the end of Spring term (March) at the latest.

6. Appeals Process

Any appeals or complaints will be considered in line with the school's existing complaints procedure