

POLICY TITLE: Sixth Form Bursary

STATUS: Non-Statutory

DATE of REVIEW: July 2025



Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face to enable them to remain in education.

The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

The Latimer Arts College has been allocated a fixed amount of money to administer as the 16-19 Bursary Fund for the academic year 2025-26. Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by the School

The School carries out a financial assessment of each applicant and administers the bursaries in line with the [16-19 Bursary Fund Guidance 2025-26](#)

Overview

The bursary fund is intended to support students with the essential costs of participating in their study programme, such as travel to and from school or college, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example) that are required as part of their course. These are items the student would otherwise need to pay for, in order to participate.

The bursary fund **is not** intended to provide costs not related to education, such as general living costs, extra-curricular activities or non-essential activities or to provide learning support or services that institutions give to students such as counselling, mentoring or extra tutoring.

There are two types of 16 to 19 bursaries:

- **Discretionary Bursary** - an award which can be made to students who face financial barriers to participation in education. Requests for assistance are assessed on an individual basis and awarded by the school.
- **Defined Vulnerable Groups Bursary** – an award of up to £1,200 a year for young people in the following defined vulnerable groups
 - A student in care
 - A student care leaver
 - A student receiving Income Support (IS) or Universal Credit (UC) **in their own right**
 - A student in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **in their own right, as well as** Employment and Support Allowance (ESA) or Universal Credit (UC), **in their own right.**

Eligibility

To be eligible to receive a 16-19 bursary in the academic year 2025-26, applicants must:

1. Be aged 16 or over but under 19 on 31 August 2025.

The only exceptions for the discretionary bursary are students aged 19 and who are continuing on a study programme they began aged 16 to 18 (19+ continuers) or students aged 19 or over who have an Education, Health, and Care (EHC) Plan.

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues.

2. Students must meet the residency criteria in [DfE funding rules](#) for post-16 provision.

Applications

Bursary for Vulnerable Groups

Students who meet the criteria and who have a financial need, can apply for a bursary for vulnerable groups. Students will need to complete an application form and provide appropriate written evidence of their circumstances.

*Students who meet the criteria for a bursary from the vulnerable groups **are not** automatically entitled to a bursary, if they do not have financial needs and/or their financial needs are covered from other sources. The school will conduct a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.*

Discretionary Bursary

Students who wish to apply for the discretionary bursary will need to complete an application form detailing the financial costs where assistance is required. Examples of where financial help towards the cost of participation may be provided are:

- Transport
- Books and Equipment
- Clothing to meet the sixth form dress code
- Field trips and other course related costs
- Cost of attending university interviews and open days
- Exam fees if applicable

Documentation will be required to provide evidence of financial circumstances.

All applications and supporting evidence will be treated in strict confidence.

Discretionary Bursary - Assessment Criteria and Payments

Each **discretionary bursary** application is assessed by a senior member of staff. Payment levels will be assessed for each individual learner using the Income Bands identified in the table below:

Household & Learner Income	Initial Maximum Annual Support
Under £17,000	£500
£17,000 - £19,999	£250
£20,000 - £21,999	£200
£22,000 - £23,999	£150
£24,000 - £29,999	£100
£30,000 +	To be reviewed on an individual basis, in exceptional circumstances.

For the **Discretionary Bursary**, consideration is given to all circumstances with regard to the amounts requested and payments are based on assisting with the actual costs involved. Please bear in mind the School is allocated a set amount of money for the fund each academic year and disbursements have to be managed equitably.

The School will assess applications in line with the eligibility criteria and will notify applicants if they have been successful or not.

Successful applicants will be issued a Bursary Award letter notifying them of the amount of their award together with a reminder of the payment conditions.

In most cases, the School will purchase items on behalf of the student, to avoid the student needing to be out of pocket or awaiting reimbursement. Alternatively, funds will be paid by bank transfer to the student's bank account when deemed appropriate.

Conditions to be met by all Bursary Students

Receipt of a bursary is conditional on the student meeting the following standards:

- Continuation with studies until the end of the academic year
- Adherence to the Sixth Form Learning Agreement regarding attendance, behaviour and progress. (This document is signed by all students and parents/carers as they are enrolled in Year 12).
- Receipts to be provided where applicable.

These conditions will be reviewed termly and failure to meet the agreed standards could result in further funding being declined.

Bursary application forms are available from the Sixth Form Team office and via The Latimer Arts College Website.

N.B. Any significant change in financial circumstances will be considered at any time during the school year, following written notification of the change.

More information about the 16-19 Bursary can be found here:

[16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund)