



ETONBURY
ACADEMY

Sixth Form

*16 to 19 Bursary Funding
2026 / 2027*

What is the 16 - 19 Bursary Fund?

The 16 - 19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education. For more information about the scheme please refer to the government website: <https://www.gov.uk/1619-bursary-fund>

The scheme consists of two types of bursaries:

Vulnerable Student Bursary

Students who are in one of the government-defined vulnerable groups may be eligible to receive a bursary of up to £1,200 per year. Awards are based on individual financial need and the actual costs associated with participating in education or training.

To be eligible, you must meet one of the following criteria:

- Be 16 or over and under 19 on 31 August 2026, meet the residency requirements, and be studying at an eligible publicly funded institution
- Be a young person in care.
- Be a care leaver.
- Be receiving Income Support or Universal Credit in your own name because you are financially supporting yourself (or yourself and a dependent).
- Be a disabled young person receiving Employment and Support Allowance (ESA) or Universal Credit, as well as Disability Living Allowance (DLA) or Personal Independence Payment (PIP).

Discretionary Bursary

Students who are not eligible for the Vulnerable Student Bursary but who require financial support to continue their education may be considered for a discretionary bursary.

Discretionary bursaries are awarded based on individual circumstances and available funding.

The academy will assess each application and consider factors such as household income, financial hardship, travel costs, caring responsibilities, medical needs, and other barriers to participation.

Students must provide evidence to support their application.

What can the bursary be used for?

The bursary can help with essential education-related costs, including:

- Travel to and from the academy or placement.
- Meals during the academy day.
- Books, stationery and learning materials.
- Specialist equipment or clothing required for a course.

There are additional criteria that need to be met to be eligible for a bursary, but it is anticipated that the majority of applicants will satisfy these criteria. These criteria include course types, residency and age restrictions. We will contact you as part of the assessment process if we believe there will be an issue with meeting these criteria.

Applying

Application is via an application form. Applications will need supporting evidence as appropriate. The amount of funding for the bursary scheme is limited. For the discretionary bursary, the amount paid will depend on the number of successful applications received.

If you believe you are eligible for a bursary, please complete Section A if you wish to apply for the £1,200 bursary or Section B if you wish to apply for the discretionary bursary. You can only apply for one bursary, not both.

Please enclose supporting evidence as required and detailed in the appropriate section.

The table below is a quick reference guide to eligibility, and lets you know what documents of proof are required.

Section A – Statutory payments for learners of £1200/year as set out in the guidance			
Young person in care or a care leaver		Please supply a letter from your key worker or social worker as evidence	
Young person in receipt of Income Support or disabled young person receiving Employment Support Allowance or Disabled Living Allowance		Please supply a copy of benefits paperwork from the last six weeks as evidence	
You get a Personal Independence Payment (PIP) in your name and either ESA or Universal Credit		Please supply a copy of benefits paperwork from the last six weeks as evidence	

Section B – Discretionary payments for learners falling into the following groups			
Learner's parent(s) or carer(s) in receipt of Income Support		Please supply a copy of current benefits paperwork	
Learner's parent(s) or carer(s) in receipt of Income based Job Seekers Allowance		Please supply a copy of current benefits paperwork	
Learner's parent(s) or carer(s) in receipt of Support from the National Asylum Support Service		Please supply a copy of current supporting paperwork	
Learner's parent(s) or carer(s) in receipt of Tax Credits (Working Tax Credit/Child Tax Credit) and have an Inland Revenue assessed annual		Please supply a recent copy of current Tax Credits Award Notice	

income of less than £16,190 for the previous tax year.			
Learner's parent(s) or carer(s) in receipt of the guaranteed element of State Pension Credit		Please supply a copy of confirmation paperwork	
Learner's parent(s) or carer(s) in receipt of Universal Credit		Please supply a copy of current benefits paperwork (last 3 months payments)	
Learner received free school meals		Please provide evidence of eligibility	
Learner has a long-term medical condition that affects study and meets discretionary criteria		Please provide medical evidence from a doctor	
Learner's parent(s) or carer(s) in receipt of Employment Support Allowance (ESA(IR))		Please supply a copy of current supporting paperwork	
Learner providing care to a sick or disabled relative		Please supply a copy of current supporting paperwork	

Accessing Allocated Funds

The amount of funding for the bursary scheme is limited. Access to the allocated funds is conditional on you meeting agreed standards set by the school. These standards relate to attendance, behavior and progress in your studies. Access may be delayed or withheld if you fail to meet the agreed standards

For the full bursary fund successful applicants will be notified their allocated amount for the current academic year. For the discretionary bursary, the amount will depend on the number of successful applications received..

Students will be informed by letter of the total amount that is accessible and available to them for the academic year.

Appeals Procedure

In the event of an appeal by a student or his/her parents against a payment decision by the school, a school's normal complaints procedure should be followed with the final decision being made by a nominated person outside of the decision-making process.

Deadlines

For the Autumn Term 2026, applications are preferred by the end of September 2026.

If you miss this deadline you may still apply for support throughout the year. Please contact Miss Schumann for further information.

Data Protection Act 1998: The information you give on this form, together with any supporting documentation will be used by the school for the purposes of processing your application. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

You must complete and return this application form to:

Mrs Chloe Dowden
Head of Sixth Form

Mrs Linda Schumann
Sixth Form Pastoral Support Administrator

SECTION A – APPLICATION FOR THE FULL BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including postcode)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is:

Criteria	Tick as applicable
Young person in care	
Care leaver	
Young person receiving income support*	
Disabled young person receiving Employment and Support Allowance (ESA) or Universal Credit, as well as Disability Living Allowance (DLA) or Personal Independence Payment (PIP)	
Receiving Income Support or Universal Credit in your own name because you are financially supporting yourself (or yourself and a dependent).	

Evidence to include should be:

- For young person in care or care leaver – a letter of support from your local council
- For young person receiving income support or Disabled young person (receiving both Employment Support Allowance and Disability Living Allowance) – relevant documentation demonstrating entitlement.

*From 2013 the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance commenced. Where applicable, these benefits will be taken into consideration.

Please provide original documents. These will be returned to you.

Details of evidence provided	

Student's Bank/Building Society Account Details:

(Payment cannot be made into a parent/carer(s) account. All money has to be paid directly to the student).

Please note that missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Declaration of student:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student:

Date:

SECTION B – APPLICATION FOR THE DISCRETIONARY BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including postcode)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is as a student whose parents or carers are in receipt of:

Criteria	Tick as applicable
Income support*	
Income based Jobseeker's Allowance	
Support from the National Asylum Support Service	
Tax Credits (Working Tax Credit/Child Tax Credit) and have an Inland Revenue assessed annual income of less than £16,190 for the tax year 2022/2023	
Guarantee element of State Pension Credit	
Income Related Employment and Support Allowance*	

Or, as a student:

Criteria	Tick as applicable
Am in receipt of Free School Meals	

Have a long-term medical condition that can affect my studies	
Be providing care to a sick or disabled relative	

Evidence to include should be:

- For Income support, Income based Jobseeker's Allowance, Support from the National Asylum Support Service, Tax Credits (Working Tax Credit/Child Tax Credit), Guarantee element of State Pension Credit or Income Related Employment and Support Allowance – relevant documentation showing proof of entitlement
- For Free School Meals – normally no proof will be required as we will already have the necessary documentation
- For a long-term medical condition – a letter from your GP/consultant confirming the nature of your medical condition and how it affects your studies.

Please provide original documents. These will be returned to you.

Details of evidence provided

Please provide a brief description of what any discretionary bursary you receive will be used for. Include approximate costs.

The money provided by the discretionary bursary will be used for:

Student's Bank/Building Society Account Details:

(Payment cannot be made into a parent/carer(s) account. All money has to be paid directly to the student).

Please note that missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Declaration of student:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student:

Date:

Declaration of parent (if in receipt of a qualifying benefit):

- I confirm that I am in receipt of the qualifying benefit according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.

Name of parent:

Signature of parent:

Date: