



## **BEAL SIXTH FORM 16-19 BURSARY POLICY AND GUIDELINES (2025-26)**

### **1.0 INTRODUCTION**

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

There are two types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries which institutions award using policies they set, in line with these funding rules

Students can apply for a bursary via the [Bursary16+ platform](#) at any time during the school year, but allocated funds can only be accessed once an application has been processed.

Students need to provide photocopied or scanned evidence with their application.

### **2.0 POLICY AIMS**

- To ensure that the fund is administered in accordance with [Department for Education 16 to 19 Bursary Fund Guide 2025-2026](#)
- To describe the eligibility criteria and payment process

### **3.0 CRITERIA AND ELIGIBILITY FOR PAYMENT**

#### **Criteria**

The 16-19 Bursary Fund is paid by the Department of Education to the school to provide financial help to students whose access to or completion of education might be hindered by limited finances. The funds will be typically used for:

- Transport and travel to and from school
- Essential books and learning equipment
- Trips that form a compulsory part of students' study programmes

- School uniform and specialist clothing (e.g. protective overalls) required to participate and complete students' study programmes.
- In cases of severe hardship, food may be purchased

The bursary fund should NOT be used for:

- Learning support services e.g. private tuition, counselling or mentoring
- Extra-curricular and other activities that are not essential to students' study programmes.
- Support generous household incomes/general living costs.

The amount made available to claimants will depend on their level of need and their meeting the criteria set out below into the four main categories. Amounts awarded depends on capitation awarded by the Department of Education per year and numbers of claimants per year.

### **Who is eligible?**

- The student must be aged 16 or over but under 19 on the 31st of August 2025 to be eligible for help in the 2025-26 academic year and a legal resident of the UK or a registered asylum seeker.

### **Types of bursary**

There will be four types of Beal Sixth Form bursary and students can only be in receipt of one type.

#### **Bursary A:** for defined vulnerable groups

A student is automatically eligible for the bursary if they are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

and they have a financial need.

If a student is in one of the above categories, they will be eligible for the bursary based on them studying at least three full-time courses, or the equivalent, as long as they fulfil the attendance expectations as outlined in the Sixth Form Code of Conduct.

### **Bursary B**

These bursaries are for students who are in financial need who do not fulfil the defined vulnerable categories above; preference will be given to those students who are registered at school as eligible for Free School Meals and/or those with household incomes below £16,190.

Students in receipt of this type of bursary will be able to claim the bursary subject to meeting conditions of attendance as outlined in the sixth form code of conduct. Funds will be provided on the provision and authorisation of receipts.

### **Bursary C**

These bursaries are for students who are in financial need who do not fulfil the defined vulnerable categories above and who are not currently eligible for Free School Meals; preference will be given to those students whose household incomes are below £25,000. Household incomes above this amount but still facing hardship will be considered on a case-by-case basis related to type and extent of need affecting the learner and their access to their education.

Students in receipt of this type of bursary will be able to claim the bursary subject to meeting conditions of attendance as outlined in the sixth form code of conduct. Funds will be provided on the provision and authorisation of receipts.

### **Bursary D**

The Government has asked schools to provide **food** support (in the form of vouchers) for those students experiencing severe hardship whilst attending their study programmes and courses using the bursary fund during 2025-2026 academic year.

In addition these bursaries are for students who are in financial need who do not fulfil the defined vulnerable categories above and who are not currently eligible for Free School Meals; preference will be given to those students whose household incomes are below £34,000.

Students in receipt of this type of bursary will be able to claim the bursary subject to meeting conditions of attendance as outlined in the sixth form code of conduct. Funds will be provided on the provision and authorisation of receipts.

## **4.0 IMPORTANT ADDITIONAL INFORMATION**

All applications must clearly state the identifiable financial need and provide evidence to support this need.

All students eligible for free school meals will continue to get their daily allowance in line with the set government guidance to enable them to purchase food from school.

Students that meet the criteria for bursaries are **not** automatically entitled to a bursary if they do not have a financial need and/or their financial needs are covered from another source.

Parent/Carers may send in confidential information separately to the application form if they wish.

Bursary payments are made directly to **students** not to their parents or carers. Payments from Beal Sixth Form will be made in arrears by bank transfer to the individual student or be 'in kind' for example by purchasing equipment/books or bus passes rather than allocating a cash payment. On occasion, in very exceptional circumstances, the school may allow for earlier payment.

Applying for bursary fund WILL NOT affect your existing benefit or household benefits.

Students have to evidence their purchases to demonstrate that their spending meets the criteria as outlined in section 3.0.

The school reserves the right to action or decline bursary payments based on exceptional circumstances and in line with all Department of Education protocols.

### **Conditions of payment**

#### **In order to receive payment/reimbursing of receipts, students must:**

- complete all the information on the Bursary16+ platform including attaching receipts
- have purchased goods/services in line with criteria
- meet the attendance expectations for half-term (no unauthorised absences)