

Church Lawton School 16 – 19 Bursary Fund Statement 2025/26

The government provides a bursary fund to all Sixth Form providers to support students aged 16 to 19 years who are in full time education. The intention of the bursary fund is for the sole purpose of helping students with the essential costs of participating in their study programme, for example essential books or equipment or with the cost of travel. The responsibility for allocating the bursary funds lies with the Sixth Form provider using guidelines provided by the Government

<https://www.gov.uk/1619-bursary-fund>

At Church Lawton School we can provide some support for the most in need, however like all other institutions monies are limited and finite.

Those eligible for support include young people in care or in receipt of disability living allowance and other such payments. Full details of eligibility criteria are listed in the table below. There may also be money available for students from households **with a combined income** of less than £20,000 and those with significant travel costs.

Any student falling into such categories will be required to provide supporting evidence (e.g. benefits letter award), to support their application for bursary payments in order for the school to make a financial assessment. The size of payment will be dependent upon need, commitment to study and the total funds available. Receipts for purchases / travel costs etc, will be required to support an audit trail in the event of any monetary bursaries paid direct to students

The fund can also be used for one off payments to students to cover extraordinary items or unplanned expenses directly related to the students learning or achievement.

Evidence of commitment to study

Attendance

Payment is subject to the achievement of a minimum of 95% attendance during the qualifying period

Even if a student's absence is authorised, they will not be entitled to payment unless their absence is for:-

- College Open Day
- Job interview for full time employment
- Court appearance
- Funeral
- Major medical treatment that has to be conducted during school time
- Occasional day of absence due to illness

Behaviour

Students should also have a good record of behaviour, attitude and attainment e.g. meeting deadlines, responding positively to learning targets and abiding by school rules.

Should student attendance, behaviour, attitude and attainment fall below the criteria payment may be reduced or withdrawn.

Eligibility criteria:

To be eligible to receive a Bursary, the student must meet the UK residency requirements and must be aged:

- 16 or over but under 19 at 31st August 2025, or
- be aged 19 or over at 31 August 2025 and have an Education, Health and Care Plan (EHCP);
- be aged 19 or over at 31 August 2025 and continuing on a study programme they began aged 16 to 18 ('19+ continuers');
- be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be either:
 - fully funded directly by the Department for Education or via a local authority
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or on the DfE list of qualifications approved for funding
 - a 16 to 19 traineeship programme

Students on apprenticeship programmes, or any waged training are employed rather than in education. They are not eligible for the 16 to 19 Bursary Fund.

The table below summarises the criteria for payments

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence and must be submitted by **10th October 2025**; applications received after this date will be considered but will not be backdated. All evidence will be treated as confidential. Original documentation will be returned after the priority has been confirmed.

Priority	Category	Supporting evidence required	Bursary amount
Vulnerable Bursary – must be supported by documentation of student eligibility in own right			
1	<ul style="list-style-type: none"> ▪ Young people in care, care leavers, ▪ Young people receiving income support or universal credit in their own right ▪ Young people receiving Disability Living Allowance or PIP in their own right as well as Employment and Support Allowance or Universal Credit in their own right. 	<p>Written confirmation of current or previously looked after status from the Local Authority</p> <p>A letter from the DWP stating the benefit the young person is entitled to in their own right.</p> <p>A copy of the student's Income Support or UC award notice, clearly stating that the award is in the student's name and are entitled to benefits in their own right.</p>	Up to £1200 per year depending on your circumstances and benefits

Discretionary Bursary – must be supported by evidence of household income. Allocations are subject to availability of funds.			
2	Non-working household combined income below £20,000	Income Support. Income-based Jobseekers Allowance Income-related Employment and Support Allowance (ESA) Support under part VI of the Immigration and Asylum Act 1999 State Pension Credit Child Tax Credit Working Tax Credit run-on Universal Credit Confirmation of Free School Meals eligibility from Local Authority	Average bursary payment £100 per year Free School meals will be supplied up to £2.65 per day
3	Gross annual working household combined income below £20,000.	P60 end of year certificates, for the correct tax year (to 5 April 2025) for all adults in the young person's household Evidence of any other benefits received Self-Assessment Tax Calculation (SA302) where applicable	Average payment £100 per year
4	Joint household income below £25,000	As (3)	Average payment £50 per year
5	Travel Costs over £800 per year	As (3) plus evidence of Travel costs	Various: school's discretion
6	Significant expenses for career or learning related activities	Cost of activity (e.g., travel to interviews, taster days, summer school etc.) and household income	Various: at school's discretion

The Impact of Bursaries on DWP payments

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Universal Credit and Housing Benefit.

However, if the student is in receipt of Disability Living Allowance and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.

Payments

Subject to meeting the conditional requirements, Bursary payments will be made by BACS in the name of the young person. The young person must have a valid account in their name unless there are exceptional reasons which mean an appointee has been named to manage the affairs of the young person. In the event of the bursary being awarded for equipment etc, the school will always endeavour to purchase the equipment direct on behalf of the student.

Free School Meals will be paid by the School direct to the Catering Provider.

How to apply

Applications for Bursary Fund must be made using the application form available from the school or school website and should be submitted by **10th October 2025**. Applications made after this date will be considered if sufficient funds are available but will not be backdated. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

Year 13 students will need to reapply even if they received a bursary in Year 12.

If you have any queries, please contact the school by telephone or email.

Tel: 01270 877601

Email: office@churchlawtonschool.org.uk

Declaration

If false or incomplete information is submitted, or if a young person does not inform Church Lawton School about any part of their income that is relevant, the school reserves the right to refer the matter to the Department for Education and recover any payments the young person is not eligible for.

Change of Young Person's Financial Circumstances

Any young person in receipt of a Bursary Fund has a duty to inform the school if their financial circumstances change, or those of their parent/guardian/carer(s) change (e.g. increase in household income that would affect the young person's entitlement).

Further Information

Further national information on the 16-19 Bursary Fund can be found at:

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students#to-19-bursary-fund>