

16-19 Bursary Fund

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body, the Department for Education (DfE), to provide assistance to 16-19 year old students whose access to, or completion of education is inhibited by financial constraints or barriers.

How does the scheme work?

1. A student applies to the Academy if they are eligible for the award by completing the application form.
2. The Academy reviews each application to ensure the required criteria are met, and consider any exceptional circumstances.
3. If successful, the student will receive funding to support their individual educational needs.

The student can then use these funds to support their continued education by putting it towards the cost of transport, uniform, work materials and equipment.

Am I eligible?

The main criteria by which bursary funds will be made available is explained below.

In order to apply:

Age

- Students must meet the age and residency criteria which follow to be eligible for help from the bursary fund.
- A student must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
- 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 and the Trust considers they need the support to continue their participation.
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.
- The trust will only pay bursaries to students aged 16 or over. However, in exceptional circumstances institutions may use their discretion to pay bursaries to younger students, for example, where a student is following an accelerated study programme.
- Students aged under 19 enrolled on higher education qualifications are not eligible for support.

Eligible Education Provision

- Students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted). The provision must also be either:
 - a 16 to 19 traineeship programme
 - funded directly by DfE or by DfE via a local authority
 - funded or co-financed by the European Social Fund

- 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 14 to 19
- 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.
- Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are eligible to receive the bursary in the same way as any other student participating in an eligible, publicly funded course.
- The Trust does not expect students on distance learning provision to need help from the bursary fund because they do not have the kinds of costs the bursary is intended to cover (travel, equipment and uniforms, for example). In the rare instances where the Trust identifies such a student does require financial help, they should provide support in-kind. An example could be providing a temporary travel pass for the student to attend exams.
- Residency - Students must meet the residency criteria in DFE funding regulations for post-16 provision. In line with these regulations the trust may be required to request evidence to support this.

Other Eligibility

- Students must be able to provide evidence of the household income (Discretionary Bursary Only)
- The student must have their own bank account into which the money can be transferred.
- The bursary will only be paid if the student achieves a minimum attendance of 85%.
- Only Students with an actual financial need may be awarded funding support. The Trust may decide that although a young person may be eligible for a bursary, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. The Trust can refuse a student's application on this basis. Similarly, students will only receive the amount they actually need to participate.

How will the Academy assess applications and allocate 16-19 Bursary Funding?

Students who are eligible for any level of funding should complete an application through the Applicaa Bursary 16+ Platform. Applications will be assessed on the criteria below. Exceptional circumstances may be taken into account on application.

What funding could I receive?

There are five types of support available –

- Vulnerable Bursary
- Discretionary Bursary
- School Meal Allowance
- Emergency Food Support
- Laptop Loan

Vulnerable Bursary

A vulnerable bursary is available for students who meet the following criteria:

- Is a young person in care
- Is a young care leaver (previously in care or foster care)
- Is in receipt of Income Support or Universal Credit in their own right and are financially supporting themselves and anyone who is dependent upon and living with them
- Is in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Payment frequency and amounts are evaluated based on individual students' needs. These may be either in a bulk payment, monthly payments or a mix of both. Payment may be in the form of cash paid via bank transfer, or vouchers.

Students will need to request funding for each individual item through their Applicaa Bursary 16+ account following a successful application.

The bursary will only be paid if the student maintains an attendance rate of at least 85%.

Funding available from Vulnerable Bursary:

- Post 16 Transport Pass – ordered direct by the Academy from Lincolnshire County Council (Applicants must meet LCC eligibility criteria – please see below)
- Other Transport costs - Individually assessed (Student must live more than 1.5 miles from School)
- Uniform (capped at £200 per academic year)
- Equipment & other educational resources – Individually assessed based on course/s requirements (Stationery capped at £50 per academic year)

Discretionary Bursary

The discretionary bursary is for students who need financial help but do not qualify for a bursary for students in vulnerable groups.

To qualify for the discretionary bursary your total household income per year must be less than;

- £32,796.00 for single child households
- £34,435.80 for households with two children (still receiving child benefit)
- £36,157.59 for households with three children (still receiving child benefit)
- £37,965.47 for households with four or more children (still receiving child benefit)

Evidence of household income is required with applications, evidence may differ per income type, the evidence required is defined on the application form under the relevant income type.

Payment frequency and amounts are evaluated based on individual students' needs. These may be either in a bulk payment, monthly payments or a mix of both. Payment may be in the form of cash paid via bank transfer, or vouchers.

Funding is available throughout the year, funding will only be approved if the student maintains an attendance rate of at least 85%.

Funding available from Discretionary Bursary:

- Post 16 Transport Pass – ordered direct by the Academy from Lincolnshire County Council (Applicants must meet LCC eligibility criteria – please see below)
- Other Transport costs - Individually assessed (Student must live more than 1.5 miles from School)
- Uniform – (capped at £200 per academic year)
- Equipment & other educational resources – Individually assessed based on course/s requirements (Stationery capped at £50 per academic year)

New Applicants / Repeat Applicants

For students who have not previously applied or have been declined a Bursary in the last academic year are required to complete the full Bursary application form through the Applicaa Bursary 16+ platform, evidence is required to prove all household income.

If a student received a Bursary in the previous academic year, students are not required to complete a full application if their household's financial circumstances remain the same as the previous year. Students will be required to confirm this on their Applicaa Bursary 16+ account.

School Meal Allowance

Students can apply to receive a daily school meal allowance if they received FSM in Year 11 (new Y12's only) or meet the following criteria:

Students in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Late Applications/Incomplete Applications

Applications are required to be submitted in full, by Friday 26th September 2025. Any applications received after this date, or any applications which are incomplete (information/evidence missing) will be paid on a pro-rata basis unless receipts can be provided for expenditure already incurred.

Emergency Food Support

In individual cases of severe hardship, emergency food support is available, without undertaking the checks on household income or gathering other evidence that would normally be required. Students should contact their Head of Year if students feel they require this type of support. Support will be given at the Trust's discretion.

Loan of Bursary Laptop

Loan of a Bursary laptop is available to any sixth form student who does not have access to computer equipment at home. There are no additional criteria required for this. Please contact your Head of Sixth Form to apply for this.

Lincolnshire County Council – Post 16 Transport Pass Criteria

To qualify, students must be under the age of 19 on 1 September prior to the start of the course. They must also:

- attend a sixth form or college within the designated transport area (DTA) for their home address
- attend a sixth form or college nearer to their home address than the DTA sixth form or college
- and, live more than three miles away

For more information please visit Lincolnshire County Council's website - www.lincolnshire.gov.uk/roads-transport/apply-post-16-transport

Please visit your Academy's website for the full 2025/26 policy and link to Applicaa Bursary 16+ or contact your Head of Year.

