



Sheldon School Sixth Form 16-19 Bursary Fund - Guidance for Students (2025–26)

1. Introduction

The 16–19 Bursary Fund is provided by the Department for Education (DfE) to help remove financial barriers to participation in post-16 education. Sheldon School Sixth Form administers this fund in accordance with DfE guidance.

The bursary is intended to support students with **essential education-related costs** where these costs would otherwise prevent full participation in their study programme.

2. Types of Bursary Available

There are two types of bursary support available:

a) Defined Bursary (up to £1,200 per year)

Students could be eligible for up to £1,200 per academic year if they meet all of the following criteria:

- Are aged 16–19 (or up to 25 with an Education, Health and Care Plan)
- Are eligible for post-16 funding
- Are enrolled on a full-time study programme
- Fall into one of the DfE-defined vulnerable groups, namely:
 - Young people in care
 - Care leavers
 - Young people receiving Income Support or Universal Credit in their own right
 - Young people receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit

Students who meet these criteria are entitled to the defined bursary, subject to continued participation and but the exact amount received will be dependent upon need.



b) Discretionary Bursary

Discretionary bursaries are available to students who:

- Are aged 16–19 (or up to 25 with an EHCP)
- Are enrolled on a full-time study programme
- Meet residency requirements
- Can demonstrate financial need and education-related costs that create barriers to learning

Household income is used to prioritise applications (usually with P60s, Universal Credit statements, payslips etc), but bursary awards are not guaranteed and are based on individual circumstances and available funding.

As a guide, priority is normally given to students from households with a gross (i.e. before tax and deductions) income below **£23,000 per year**. We may also use the Discretionary Bursary to support students from households with an income between £23,000 - £30,000 per year.

Eligibility for Free School Meals is strong evidence of financial need but does not automatically entitle a student to a bursary award.

3. What the Bursary Can and Cannot Be Used For

Examples of things the bursary can be spent on	Things that the government prohibit the use of bursary money for
<ul style="list-style-type: none"> • Travel costs • Text books • Revision guides • Stationery, folders etc • Online educational subscriptions • Subject specific equipment or specialist clothing • Subsidising essential school trips • Subsidising university / apprenticeship etc open days 	<ul style="list-style-type: none"> • Learning support - services that institutions give to students - for example, counselling, mentoring or extra tutoring • Extra-curricular activities where these are not essential to the students' study programme • General household expenses

All expenditure must be supported by receipts or other appropriate evidence.

The exact amount each student will receive will depend on the number of applicants and each individuals' circumstances.



5. Assessment and Support Planning

Successful applicants will:

- Receive an initial award (where appropriate) to support essential start-up costs
- Take part in a **1-to-1 meeting** with their tutor or a member of the Sixth Form team

This meeting will identify individual **barriers to learning** and agree how bursary support will be used to address them.

6. Payments and Monitoring

- Bursary support is normally provided through **direct payment to suppliers, reimbursement on receipt of evidence**, or other non-cash methods wherever possible
- Continued bursary support is dependent on reasonable attendance and engagement, taking into account individual circumstances and support needs
- Awards may be reviewed if a student's circumstances change
- Any Year 12 or 13 student (aged under 19) who received Bursary funding in the last academic year will need to reapply.

7. Applying for the Bursary

To apply, students must:

- Complete the Sheldon School Sixth Form 16–19 Bursary Application Form: <https://sheldonsixthformbursary.applicaa.com/> (or on paper via the Sixth Form office)
- Provide up-to-date evidence of household income or benefit entitlement (Any financial information provided will be treated in the strictest confidence and will be securely stored. Any financial information provided will be destroyed in accordance with local standards of best practice).

Applications should be submitted as early as possible. Funding is limited and allocated on a needs-led basis. We have an annual allowance to meet the discretionary bursary applications and although applications are permitted at any time during the academic year, once the allowance is spent, no further funding is available.

8. Complaints and Appeals

Should you not agree with the decision of the Bursary administration team, you can (within 28 days) submit, in writing, a request for an appeal.

An internal appeals team made up of members of the Leadership Team, who are not directly associated with the day to day running of the Sixth Form will review the original application and any additional evidence brought forward. You will be informed in writing of the result of your appeal.



Should you not agree with the decision of the Bursary appeal you can submit, in writing, (within 28 days) a request for a final appeal, in which a review will take place by a panel selected from members of the governing body.

9. Further Information

If your household income is just above the threshold and you believe you require support, please contact the Sixth Form Office to discuss your circumstances.

If you would like to know more or have any questions, please contact the Sixth Form Office on 01249 766020 ext 202 or email espiers@sheldonschool.co.uk