



16-19 Bursary Fund Policy 2026 - 2027

This policy sets out the arrangements for how Maiden Erlegh School will allocate and administer the 16-19 bursary fund for the academic year 2026 to 2027.

The 16-19 bursary fund is a scheme made available from the government through its funding body, the Education & Skills Funding Agency (ESFA) for 16-19 year olds to provide assistance to students for whom access to, or completion of, education is inhibited by financial constraints or barriers.

What is the bursary for?

This discretionary bursary is available to those students who would otherwise find it difficult to continue with their education. It is to be used primarily to pay for the following:

1. **Field Trips** – any field trip that relates to a course being taken. No additional subsidies will be available.
2. **Uniform** – any purchase must conform to the school's uniform policy for Sixth Form.
3. **Educational IT Equipment and software** e.g. laptop or tablet – the School can purchase this item on behalf of the applicant, however, should the applicant wish to purchase the item themselves, the cost will be reimbursed on submission of a claim form and itemised VAT receipt.
4. **Transport** – we will reimburse the cost of either a weekly or monthly season ticket or, where possible, purchase this on the applicant's behalf.
5. **Stationery** – any stationery that relates to the courses studied, including flash cards, pens, notepads, folders, etc.
6. **Textbooks** – these can be ordered for the student.
7. **University visits and interviews** – a maximum of two open day visits can be made during term time and travel costs can be reimbursed on the submission of an itemised receipt.
8. **School meals** – a set amount up to the value of the bursary will be agreed and we will notify you once this has been used

Who is eligible to apply for 16-19 bursary funding?

To be eligible to receive a bursary, young people must be 16,17 or 18 years of age as at 31 August 2026, be studying in the School Sixth Form and meet the ESFA residency qualifications as set out via the following link <https://www.gov.uk/1619-bursary-fund/overview> on the Department for Education website.

There are two types of bursary fund:

1. Vulnerable Bursary

Available to young people who are identified as being:

- Currently in care or a care leaver
- in receipt of Income Support or Universal Credit in their own right, and/or;



- in receipt of Disability Living Allowance (DLA) or Employment and Support Allowance (ESA) or Universal Credit
- in receipt of Personal Independence Payment (PIP) in the student's name and either ESA or Universal Credit

Eligible students will receive a Bursary up to **£1,200** which is dependent on meeting agreed attendance, progress and behaviour criteria.

2. Discretionary Bursary

This is a limited fund and the school will prioritise allocations. There will be 2 priority groups, categorised as high (A) and low (B) dependent on household income.

a. High Priority Group (A)

Young people aged at least 16 and less than 19 years of age on 31 August 2026 with a gross annual household income of below £20,000 will be eligible for a bursary of up to **£800** for the academic year. Payment is dependent on meeting agreed attendance, progress and behaviour criteria - see appendix 2.

b. Low priority group (B)

Young people aged at least 16 and less than 19 years of age on 31 August 2026 with a gross annual household income of between £20,000 and £30,000 will be eligible for a bursary of up to **£400** for the academic year. Payment is dependent on meeting agreed attendance, progress, and behaviour criteria – see appendix 2. They will receive the bursary which is based on 50% of the priority 'A' group.

Impact on household benefits

Receiving 16-19 Bursary fund payments does not affect entitlement to other means-tested benefits such as Universal Credit, Income Support, Jobseekers Allowance, Child Benefit, Working Tax Credit and Housing Benefit. If, however, the student is in receipt of Disability Living Allowance (or Personal Independence Payments) parents can no longer receive certain household/family benefits for that child, such as Child Benefit.

Application Deadline

Initial deadline for receipt of applications for funding	Friday 25 September 2026
Notification of initial bursary allocations	Friday 16 October 2026

Further applications can be made at any time after this date but will be subject to funding being available.

The school will retain 5% of the fund for administration and 5% to use as a contingency fund to respond to in-year changes. The contingency fund will be reviewed in February 2027.

The school reserves the right to purchase items from the remaining contingency fund in order to provide immediate support to individual bursary students. This may include spare uniform, additional school trips or unforeseen pastoral needs. Any unused items will be made available to the following year's bursary students.



Applications will only be considered on receipt of a signed application form and original copies of evidence, as shown at Appendix 1.

Evidence

Please submit one of the following documents below to support your application by **3pm Friday 25 September 2026**. Original copies must be submitted. Copies will be made and originals returned.

- Family P60 or evidence of gross annual household income for the tax year 6 April 2025 to 5 April 2026.
- Certified evidence of Self Employment Income for the tax year 6 April 2025 to 5 April 2026.
- Individual P60 for the tax year 6 April 2025 to 5 April 2026 for all adults who live in the student's family home.
- Universal Credit statement from at least July, August & September 2026, which will be used to calculate the yearly payment of Universal Credit by adding these 3 months together and multiplying by 4, to create a total for the year OR Universal Credit statement or screen shot of payments from the online portal from September 2025 to September 2026.
- Statements of any other earnings from land or assets for the tax year 6 April 2025 to 5 April 2026.

Process

All applications for a bursary will be assessed by the 16-19 Bursary Committee according to the criteria set out in this policy and the school reserves the right to request additional evidence to support an application. The committee will consist of:

Maiden Erlegh Trust	Chief Financial and Operations Officer
Maiden Erlegh School	Head of Sixth Form
Maiden Erlegh School	Assistant Headteacher – Inclusion

Payments

Successful applicants will receive notification of the amount they can claim. This will be held by the school and upon submission of itemised VAT receipts we will arrange for the money to be reimbursed to the student's account. In some cases, items may be ordered directly by the school. Students must discuss any possible claims with the bursary administrator to ensure they are covered by the bursary fund. The specific claim must then be submitted to the Head of Sixth Form for their approval and signature.

Attendance, Progress and Behaviour criteria

All young people in receipt of a Bursary must meet weekly punctuality, attendance, progress and behaviour criteria as defined at Appendix 2. Students will be required to sign up to this agreement prior to making any claims. If the young person does not meet these requirements, the school reserves the right to withdraw or suspend Bursary payments. A maximum of 75% of the award will be available in Term 1. This and subsequent payments will be conditional on these criteria being met.



Appeal process

If any young person or their parent/guardian/carer is not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals panel, consisting of the Headteacher and a Governor. The panel will consider and respond to appeals within 10 school days of receipt. If the appeal is upheld, it will be referred back to the Bursary Committee with recommendations. The decision of the Appeals panel is final.

Complaints process

Any complaint will be dealt with under the School's complaint policy which is available on the School website here: <http://www.maidenerleghSchool.co.uk/page/?title=Key+Policies&pid=14>

Confidentiality

Applications and supporting evidence will remain confidential and accessible only to the 16-19 Bursary Committee, the student's tutor, the Bursary fund administrator and, in the event of an appeal, to the 16-19 Bursary appeals panel.

Change in circumstances

Any young person in receipt of a Bursary has a duty to inform the School if their financial circumstances change, or those of their parent/guardian/carer change. The Bursary committee would then reconvene to determine whether the payments continue or be stopped or reduced and the funds redistributed.

Fraud

If false or incomplete information is provided on the bursary application details of the application may be passed to the Department for Education and/or the Police.

Transferring provider

Where a young person in receipt of a Bursary transfers in or out of the School to/from another provider in year, the School will liaise with that provider to enable continuity of bursary payments to enable the young person to complete their learning aim(s).

Withdrawing from the School

Where a young person in receipt of a Bursary withdraws from the School and does not transfer to another provider, scheduled payments to be made after the date of the withdrawal will not be made.



APPENDIX 1

16 – 19 Bursary Scheme Application Form 2026-2027

Before you start to fill in this form, please read the guidance notes carefully. Application forms and evidence forms should be placed in a sealed envelope marked **BURSARY FUND APPLICATION 2026 - 2027** and handed in to Mrs Sandhu in Supervised Study by **3pm on Friday 25 September 2026** at the latest, in order to be considered in the initial allocation. Please note that applicants will be required to provide evidence of eligibility prior to payment of an award. Please ensure original copies of evidence are submitted with your application form. These will be returned.

APPLICANT DETAILS - COMPLETE BOTH SIDES AND SIGN

Full Name	
Age on 1 September 2026	Date of Birth
Email address	
Telephone no.	
Address	
<u>Student bank details for receipt of bursary</u>	
Name of Account Holder:	
Bank/Building society name:	
Sort Code:	
Account Number:	

Residency Status- tick all those that apply

- ☐ British Citizen
- ☐ Asylum seeker / NASS
- ☐ Discretionary leave to remain
- ☐ EU/EAA citizen
- ☐ Refugee / Indefinite leave to remain

Bursary Type – tick one option only

- ☐ Vulnerable – available for those students who are in the care of the local authority or in receipt of Universal Credit or PP in their own right
- ☐ Discretionary



Parent/Guardian/Carer/Young Person declaration:

I confirm that the information given in this application form is true and correct and I have enclosed original copies of one of the following to support this application:-

1. Family P60 or evidence of gross annual household income for the tax year 6 April 2025 to 5 April 2026.
2. Certified evidence of Self Employment Income for the tax year 6 April 2025 to 5 April 2026.
3. Individual P60 for the tax year 6 April 2025 to 5 April 2026 for all adults who live in the student's family home.
4. Universal Credit statement from at least July, August & September 2026, which will be used to calculate the yearly payment of Universal Credit by adding these 3 months together and multiplying by 4, to create a total for the year OR Universal Credit statement or screen shot of payments from the online portal from September 2025 to September 2026.
5. Statements of any other earnings from land or assets for the tax year 6 April 2025 to 5 April 2026.

Original statements are required and will be copied and returned.

The School reserves the right to seek written confirmation of how the bursary has or will be spent.

Where any false, incomplete information or relevant income or is submitted the matter may be referred to the Department for Education and/or the police and the student could face prosecution.

Please read the below statement and sign below.

I understand that, if the bursary is approved, it should be used to pay for books, School lunches, transport, stationery, field trips for specific courses, uniform and educational IT equipment. It may also be used towards the cost of attending university interviews and open days. Funds will be allocated to the student once they have submitted evidence of need.

Parent/Guardian signature _____ Name _____

Parent/Guardian signature _____ Name _____

Student Signature _____ Date _____

Applications with evidence should be returned to Mrs Sandhu in Supervised Study by 3pm on Friday 25 September 2026, to be considered for the initial allocation of funding.



16 – 19 Bursary Scheme Academy/Student Agreement 2026-2027

Student Name	
Tutor Group	

The Bursary is paid on the proviso that 100% attendance, academic expectations and standards of behaviour have been met. If, however, you are absent for the following reasons, and have provided written permission **in advance** then there will be no loss of allowance:

- Hospital/medical/dental appointments (in exceptional circumstances)
- Illness
- Driving test (practical only)
- Attendance at a funeral
- Religious observance day
- Visit or interview at university (up to 2 allowed during term time)
- Participating in an extra-curricular activity eg sport, music, drama
- Severe weather (exceptional circumstances)

You are also expected to:

- Be punctual to tutor and all lessons and register your attendance
- Always come well prepared to lessons
- Hand in homework or coursework according to deadlines
- Always show a positive attitude to learning and maintain the expected standard of behaviour
- Maintain good progress towards benchmark grades

I understand that I must abide by the rules of the Bursary Scheme and that Maiden Erlegh School will arrange for my learning progress to be assessed in order to determine my eligibility for bursary payments.

I also understand that the bursary is given to pay for books, school lunches, travel (to and from school), equipment, field trips, uniform and other course related costs. It may also be used towards the costs of attending university interviews and open days.

I understand that the school reserves the right to seek written confirmation of how the bursary has or will be spent.

Where any false, incomplete information or relevant income or is submitted the matter may be referred to the Department for Education and/or the Police and the student could face prosecution.

Student		Date	
Miss A Cheshire Head of Sixth Form		Date	