



16-19 BURSARY FUND

Introduction

The 16-19 Bursary Fund is provided by the government through its funding body (the Department for Education), the Bursary Fund is for pupils 16-19 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

The fund is a fixed and finite sum and allocated to the school annually, therefore total allocations may not exceed the total sum available.

General Eligibility Criteria

Students following government-funded full-time or part-time courses (this describes all courses on offer at TBSHS Sixth Form), who satisfy one or more of the following criteria:

- Aged at least 16 and under 19 on 31st August 2026 who are in care, are leaving care, are in direct receipt of Income Support, Universal Credit or have an Education, Health and Care Plan(EHCP).
- Students facing financial barriers to participation in post-16 education.
- Meet the official UK residency requirements, which will be verified by the school.

How does the School assess applications and allocate 16-19 Bursary funding?

The Bursary Fund is a **limited fund** and the School only has a **small amount** of money to distribute. Students must fall into one of the following categories and students and their parents must be prepared to show evidence of genuine hardship. **Financial support is also dependent on meeting agreed attendance and behaviour criteria, failure to do so will result in the bursary being withheld.**

Students in eligible groups or unexpected financial difficulty are encouraged to apply for Bursary funding and/or speak to Mrs Katie Howe, Deputy Head of Sixth Form

There will be 3 priority groups categorised as high, medium and low and the criteria for these are detailed below.

All applications must be received by 30th September 2026 to qualify, TBSHS does not pay students directly but purchases books and equipment on their behalf. TBSHS is able to assist with transport costs if this does not negate the Local Authorities owns transport policies, and can help with partial payments towards curricular trips and assistance towards the cost of attending university open days.

If your circumstances change throughout the year you may also apply for assistance.



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Email: office@tbshs.org
Website: www.tbshs.org

Defined Vulnerable Group

High priority group

Students who fall into one or more of the following categories:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Eligible students may receive a bursary of up to £1,200.00 per year to support them with costs such as transport, equipment etc. Application and proof needs to be submitted via the school and TBSHS will then apply to the Student Bursary Support Service.

Discretionary Bursaries

Medium priority group

Students who fall into one or more of the following categories:

- eligible for a free school meal
- living in a household where the parent(s)/guardian(s) are in receipt of income support or universal credits You can apply to a discretionary bursary if you're over 19 and either:
- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') and have previously been in receipt of bursary funding
- have an Education, Health and Care Plan (EHCP)

Eligible students in this group may apply to the Bursary Fund for a contribution towards the cost of transport, essential course equipment, trips, uniform, assistance with associated university open day costs, etc.

There is no direct payment available, funds are only available to enable transport costs or other expenses related to education. Payments will be subject to the availability of funds and to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Low priority group

Students who fall into one or more of the following categories:

- living in a low-income household
- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') and have previously been in receipt of bursary funding

Students in this group **may** get a **contribution** towards the cost of essential course equipment, transport costs or other expenses related to education. TBSHS Bursary Fund provides assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Payments will be subject to the availability of funds and purchases will be made through the Finance Department, there is no cash equivalent.

Acceptable evidence

High Priority

- Students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- Students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- Students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Medium/Low Priority

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- The guaranteed element of State Pension Credit
- Universal Credit - Any parents in receipt of Universal Credits must supply the last three months award statements.

Note:

TBSHS may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, 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. TBSHS can refuse a student's application on this basis.

Parents who believe a student is eligible for Bursary Funding should complete the Bursary Application Form along with all accompanying evidence to Ms Iris Man, Finance Manager by 30th September 2026.

GDPR – Please refer TBSHS website for school policies and GDPR compliance.

GENERAL DATA PROTECTION REGULATION (GDPR) A PRIVACY NOTICE FOR PARENTS/CARERS

GENERAL DATA PROTECTION REGULATION (GDPR) DATA PRIVACY NOTICE FOR STUDENTS