



Knightsfield School

16-19 Bursary Fund Policy 2026 - 2027

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is made available from the government for 16-19 year olds to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

For students to be eligible for the bursary fund they must meet the criteria listed below:

- Be at least 15 and under 19 on 31st August 2026
- Be enrolled on a full time course during 2026-2027
- Meet the DfE's residency criteria as set out in the DfE Funding Guidance

There are two types of bursary:

Vulnerable – up to £1200 a year for students who are:

- In care or who have recently left local authority care
- Receiving Income Support or Universal Credit because they are financially supporting themselves
- Receiving Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- Receiving a Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit

Discretionary – for students who are not in the groups above but:

- Have a gross annual household income below £27,000 **or**
- Who are facing other genuine financial barriers to attending sixth form

A discretionary bursary is awarded on specific requirements and can only be used to help students meet the costs related to participation e.g. travel to school/college, books and equipment, field trips, and other course related costs. **It can also be used towards the cost of attending university interviews and open days.**

If a student is eligible for Free School Meals or received Pupil premium in Year 11 they have already been identified for Bursary support and do documentary evidence is required, although they must still complete the application form. For all other applications proof of entitlement through supporting documentary evidence of household income or the allowances received by the student is required.

There is a list of suitable evidence on the application form.

It should be noted that the school receive a fixed-sum grant from the government for awarding discretionary bursaries and this may limit the number of discretionary awards available or reduce the amounts paid.

Bursary expectations:

To continue to receive a bursary you satisfy the following conditions:

- No unauthorised or unexplained absence and attendance in line with school expectations
- Your record of completion of academic work should be in line with school/college expectations

The school reserves the right to withdraw the discretionary bursary should circumstances change. All applications will be considered on individual merit in line with the government guidance which can be found at <https://www.gov.uk/government/publications/16-to-19-bursary-fund-provider-guide/16-to-19-bursary-fund-guide-2026-to-2027>



Examples of what the bursary can be used for:

- Equipment required for learning i.e. stationery, text books, art materials etc.
- A contribution towards visits that are a requirement of the course (i.e. field trips)
- Travel costs for visits to universities in preparation for higher education
- Fees for university applications (if applicable)
- Subsidised fees to attend summer schools/open days to support university/college application
- Public transport costs to and from school may be available
- Other events/resources as deemed acceptable by the Headteacher

In most cases, the school will pay directly e.g. stationery, books, course related trips. Occasionally students may pay for something such as their UCAS application or travel to a university open day and they will need to complete the claims form and submit it with receipts in order to be reimbursed. Payments for reimbursement can only be paid into the student's own bank account.

Students should apply for a bursary as soon as possible after starting Sixth form and no later than 31 October. Using the 16-19 Bursary application form below. To assess each student's actual need for financial help you will need to provide appropriate supporting evidence **(if a student is eligible for free school meals and is current on the free school meals register, then no documentary evidence is required, although you must still complete the application form).**

Successful applicants will be informed by the School Business Manager who will explain the process to the student regarding requesting items they need for their courses.

Approved by the Resources Committee of Knightsfield School

Policy Date: October 2026

Review : October 2027

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Chair of Resources & Audit Committee

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Date



Knightsfield School

BURSARY APPLICATION FORM

Student details:

Name	
Address	
Date of Birth	

Please complete all relevant sections of the table below:

Please tick which Bursary you are eligible for and which evidence you are providing	Please tick
Vulnerable Bursary	
I am applying for a Vulnerable Bursary and have enclosed the following (please tick one of the following)	
• Confirmation of current or previous looked after status from the relevant local authority	
• Income Support award notice	
• Universal Credit award notice plus supporting documents	
• Evidence of Disability Living Allowance	
• Evidence of Personal Independence Payment	
Discretionary Bursary	
I am applying for a discretionary bursary and have enclosed the following (please tick all that are relevant)	
• Paper copies of the last 3 months' worth of bank statements showing household income	
• Paper copies of the last 3 Universal credit monthly award notices	
• No supporting evidence provided as eligible for Free School Meals or received Pupil premium in Year 11	
• Letter enclosed outlining exceptional circumstances	
Additional information required:	
Household income: £	
Number if dependents living in the same household as the sixth form student:	

Student's bank details

Name on bank account (**must be in student's own name**): _____

Bank name: _____

Sort code: _____

Account number: _____

Signature of student: _____

Date: _____



Student & Parent Declaration:

This **must** be signed by the student. If the evidence provided is income related and belongs to the parent(s)/carer(s) then it must also be signed by the parent(s)/carer(s).

I/We confirm that the details on this application form are true and accurate

I/We understand that payments may be stopped if I do not satisfy the following conditions:

- No unauthorised or unexplained absence and attendance in line with school expectations.
- Your record of completion of academic work should be in line with school/college expectations.

I/We will inform the school if there is a change in circumstances.

Student signature: _____

Parent/Carer signature: _____ Print name: _____

Please return your completed form to the School Office or by email to admin@knightsfield.herts.sch.uk

For your application to be assessed you must complete your full details and include documentary evidence of household income (if applicable).

Office Use only:			
Date application received:		Date application reviewed:	
Supporting documentation	Date provided:	Any additional information:	
	Date copied:		
	Date returned:		
Vulnerable			
Discretionary			
Amount awarded	£		