



BEACONSFIELD HIGH SCHOOL

16-19 Bursary Fund 2026-2027

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1. What is the 16-19 Bursary Fund?

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

2. Who is eligible to apply for 16-19 Bursary Funding?

Young people can apply for a Bursary if you are aged 16, 17 or 18 at 31st August 2026, meet the national residency requirements and at least one of the criteria listed below.

3. Bursaries Available

There are two types of Bursary available:

i. Vulnerable Bursary

A Vulnerable Bursary is available to all young people who meet the general eligibility criteria and who have been identified as being most in need, as set out in this policy.

ii. Discretionary Bursary

A Discretionary Bursary is available to all young people who meet the general and additional eligibility criteria as set out in this policy.

Students may be considered for support from the Vulnerable Bursary where they meet the national eligibility criteria and fall within one of the following defined vulnerable groups:

- are in local authority care or are a care leaver;
- receive Income Support or Universal Credit in their own right because they are financially independent;
- receive Disability Living Allowance (DLA) in their own name and either Employment and Support Allowance (ESA) or Universal Credit;
- receive Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit.

Students who meet the criteria for a Vulnerable Bursary are not automatically entitled to a specific level of award. The school will assess individual financial circumstances, actual participation costs and educational need before determining any award.

Refugees, asylum seekers and other students facing financial hardship may be considered for support through the Discretionary Bursary Fund where they meet the relevant residency and eligibility requirements.

They can apply for a Discretionary Bursary if either:

- the gross annual household income, as assessed by HM Revenue and Customs does not exceed £29,000 and/or;
- the student is currently eligible for Free School Meals, or can demonstrate household financial hardship

Meeting the eligibility criteria does not guarantee receipt of a bursary. The school will assess both eligibility and actual participation costs before determining any award and will only consider it based on the funds left over after issuing the Vulnerable Bursary funds.

Further information can be found at [Govt 1619-bursary-fund](#)

4. Contingency Fund

What happens if the student's situation changes mid-way through their studies? Can they still apply?

Yes, providing they meet the age and residency eligibility criteria. The School will retain a proportion of the available 16-19 Bursary Fund for exceptional circumstances for one-off payments or additional support. Funding must be approved by the Bursary Fund committee first before any payments are made. Please write a detailed letter about the changes in their financial situation (evidence is required), and this will be reviewed by the Bursary Fund committee.

Proof of evidence will be required to support this application and could include:

- Proof of parental eligibility for Free School Meals
- Proof of Universal Credit
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self Employment Income evidence
- Other means tested certification

5. How will BHS assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the Sixth Form Administrator in a sealed envelope marked for the attention of the Director of Sixth Form, no later than the 25th September 2026. If you submit it past this date, then you may not be considered if funding has already been allocated, as the funds would have already been distributed to the applicants. Where the level of applications exceeds the funding provided to the school a Bursary Fund Committee will meet to consider applications at all levels.

Bursary support is provided to help students participate fully in education. Continued support may be reviewed where:

- attendance or punctuality falls below expected levels;
- a student is not actively participating in their study programme;
- concerns arise regarding conduct or engagement that affect participation in education;
- requested evidence demonstrating that bursary funding has been used for its intended educational purpose is not provided.

Decisions will be considered on an individual basis, taking account of any mitigating circumstances. Students and parents/carers will normally be notified in writing and given an opportunity to improve or provide additional information before any decision regarding future payments is made.

6. The Bursary Fund Committee

The Bursary Fund Committee will normally meet in October to consider and review applications. The Bursary Fund Committee will consist of the Business Manager, Director of Sixth Form and the Deputy Head. Where appropriate, the Designated Safeguarding Lead or SENDCo may be consulted.

The Committee may consult with other members of staff to seek information about an applicant's circumstances, well-being, behaviour, progress and attendance. Final decisions will be made by the Committee.

The Committee will allocate funds up to the value of the funding received from the government for the Bursary scheme. Where applications exceed the available funding, the Committee may apply pro-rata reductions to

awards within the High and Medium priority groups. Where this is the case there will be no payments to students in the Low priority group.

7. Financial support for Sixth Form Students in 2026-27

The following information applies to students aged 16 to 18 on 31st August 2026 taking a full-time further education course in 2026-27. We will be operating three levels of bursary funding: High, Medium and Low priority groups.

8. Payment of Bursary Awards

Bursary support may be provided in a variety of ways depending on individual circumstances and the nature of the expenditure.

The school may:

- purchase goods or services directly on behalf of a student;
- make payments directly to transport providers, educational visit organisers or other suppliers;
- reimburse approved expenditure on receipt of supporting evidence;
- make payments to a student's bank account where appropriate.

The school will determine the most appropriate method of providing support in each case and reserves the right to request evidence of expenditure where necessary.

High Priority Group (Vulnerable Bursary)

You could get this if you are in one of the following categories:

- You are in care or have recently left care
- You are receiving Income support or Universal Credit.
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

If you think you are in this category, please complete the main application forms and appendix 1 as you may be eligible for a contribution towards certain specific educational purposes (receipts will be required).

Funding will normally be limited to essential educational participation costs including transport, meals, books, equipment, course materials and compulsory educational visits.

Medium Priority Group

You could receive this level of funding if:

- You have a gross annual household income of £25,000 or below, OR
- You are in receipt of Free School Meals, OR
- Your household is in receipt of other income-based means tested benefits.

If you think you are in this category, please complete the main application forms and appendix 2 as you may be eligible for a contribution towards certain specific educational purposes (receipts may be required).

Funding will normally be limited to essential educational participation costs including transport, meals, books, equipment, course materials and compulsory educational visits.

Low Priority Group (Discretionary Bursary)

You could receive this level of funding if:

- You have a gross annual household income between £25,001 - £29,000 OR
- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are in this category, please complete the main application forms and appendix 3 as you may be eligible for a contribution towards certain specific educational purposes. (Receipts may be required)

Funding will normally be limited to essential educational participation costs including transport, meals, books, equipment, course materials and compulsory educational visits.

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded.

Payments will be made once termly.

Please complete and return both student and parent/carers forms, the applicable appendices 1, 2 or 3 form, as well as the bank details form to the Sixth Form Office no later than Friday 25th September 2026.

9. Appeals

If an applicant wishes to appeal a bursary decision, they should do so in writing within 10 school days of notification.

Appeals will be reviewed by a senior member of staff not involved in the original decision.

The outcome of the appeal will be final.

Date last reviewed:	Autumn 2026
Next review date:	Autumn 2027
For review by:	Headteacher/Business Director

10. Appendix 1: Application Form (Student form)

16-19 Bursary Fund Application

(ALL applicants, *High, Medium or Low priority*, to complete this form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Sixth Form Office.

Student Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
E-mail address	
Home Phone	
Mobile Phone	

Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name (Student's name) that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

I confirm that the information provided is true and accurate. I understand that bursary payments are subject to satisfactory attendance, punctuality, conduct and engagement in learning. The school reserves the right to review, suspend or withdraw future bursary payments where these expectations are not met. Students will normally be notified in writing and given the opportunity to improve before any decision is made.

Signed (Student):

Date:

The application form and appropriate appendix must be handed to the Sixth Form Office no later than Friday 25th September 2026.

Information supplied as part of a bursary application will be used solely for assessing eligibility and administering the 16–19 Bursary Fund. Data will be processed in accordance with the school's Data Protection Policy and UK GDPR requirements.

11. Appendix 2: Application Form (Parent/Carer details)

16-19 Bursary Fund Application

(ALL applicant Parents/Carers, *High, Medium or Low* priority to complete this form)

Documentary proof of entitlement must be included when the form is returned to the Sixth Form Office.

Parental/Carer Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No	
Home Phone	
Mobile Phone	
Annual Household Income per annum	
Please state what evidence you are attaching to this application form	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of (please tick one category and fill in the relevant appendix form):

High (Appendix 1 Form)		Medium (Appendix 2 Form)		Low (Appendix 3 Form)	
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I confirm that the details on this application and the evidence provided are true and accurate.

Signed (Parent/Carer):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than Friday 25th September 2026.

12. Appendix 3 - Application for High Priority Funding

This form should be completed in addition to the main application forms and should be submitted with appropriate evidence.

Full Name:

Date of birth:

Year Group :

I wish to apply for **High** Priority funding under the following criteria (please SELECT as appropriate):

	I am in or have recently left local authority care
	I receive Income Support or Universal Credit in my own right, because I am financially independent.
	I receive Disability Living Allowance (DLA) in my name and either, Employment and Support Allowance (ESA) or Universal Credit
	I receive Personal Independence Payment (PIP) in my name and either, ESA or Universal Credit

I attach to this form the following evidence to support my application:

Evidence provided (Y/N)	Criteria
	I am in or have recently left local authority care
	I receive Income Support or Universal Credit in my own right, because I am financially independent.
	I receive Disability Living Allowance (DLA) in my name and either, Employment and Support Allowance (ESA) or Universal Credit
	I receive Personal Independence Payment (PIP) in my name and either, ESA or Universal Credit
	OTHER (please indicate what this is)

The below **must be completed** as best you can, to indicate the level of need. Please fill in the below before submitting your application. The school will help you identify any school trips related to your A Level subjects and allocate bursary fund accordingly.

I wish to apply for support towards:

Specific need (eg Transport, Educational visits, books, device, etc)	Amount applied for

I confirm that the details on this application and the evidence provided are true and accurate.

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

The application form and appropriate appendix must be handed to the Sixth Form Office no later than Friday 25th September 2026.

School Office use only

Date application received:	
Date reviewed by Committee:	
Outcome:	

13. Appendix 4 - Application for Medium Priority Funding

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

Year Group :

I wish to apply for **Medium** priority funding under the following criteria (please SELECT as appropriate):

	My gross household income is £25,000 or below
	I am in receipt of Free School Meals
	My household is in receipt of other means tested benefits
	Other (please specify)

I attach to this form the following evidence to support my application:

Evidence provided	Criteria
	P60 or other evidence of income
	Letter from authorities about Free School Meals
	Any receipt of other means tested benefits
Other	

The below **must be completed** as best you can, to indicate the level of need. Please fill in the below before submitting your application. The school will help you identify any school trips related to your A Level subjects and allocate bursary funds accordingly.

I wish to apply for support towards:

Specific need (eg Transport, Educational visits, books, device, etc)	Amount applied for

I confirm that the details on this application and the evidence provided are true and accurate.

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

The application form and appropriate appendix needs to be handed to the Sixth Form Office no later than Friday 25th September 2026.

School Office use only

Date application received:	
Date reviewed by Committee:	
Outcome:	

14. Appendix 5 - Application for Low Priority Funding

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full Name:

Date of Birth:

Year Group :

I wish to apply for **Low** priority funding under the following criteria (please delete as appropriate):

	My gross household income is from £25,001 - £29,000 inclusive
	I have another identifiable financial need (please explain below)

I attach to this form the following evidence to support my application (please specify below):

	P60 or other evidence of income
	Evidence related to above financial need

The below **must be completed** as best you can, to indicate the level of need. Please fill in the below before submitting your application. The school will help you identify any school trips related to your A Level subjects and allocate bursary funds accordingly.

I wish to apply for support towards:

Specific need (eg Transport, Educational visits, books, device, etc)	Amount applied for

I confirm that the details on this application and the evidence provided are true and accurate.

Signed (Student):

Date:

Signed (Parent/Carer):

Date:

The application form and appropriate appendix must be handed to the Sixth Form Office no later than Friday 25th September 2026.

School Office use only

Date application received:	
Date reviewed by Committee:	
Outcome:	

