

## **16-19 Bursary Fund Guidelines**

Written by Julie Jeanes/Rachelle Burns October 2015  
Updated November 2018 by Teresa Brennan/Verity McAuley

### **What is the Bursary Fund?**

The 16 to 19 Bursary Fund is a scheme to help the most vulnerable young people between the ages of 16 and 19 to continue in full-time education. It is money the government has given to local authorities, schools, colleges and other education and training providers to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

A bursary can help with education-related costs if the young person is aged 16 to 19 and is:

- under 19 at the start of the academic year that the bursary is needed for
- studying at school or college (not university) in England
- on a training course, including unpaid work experience

A bursary is money that a young person, or education or training provider, can use to pay for things such as:

- clothing, books and other equipment
- transport and lunch on days of study or training
- residential trips

### **Types of Bursary**

#### **Vulnerable Young Person's Bursary**

Bursaries of £1,200 a year can be claimed for the most vulnerable depending on individual circumstances and benefits received.

The young person can receive up to £1,200 if at least one of the following applies:

- in or recently left local authority care
- in receipt of Income Support (or Universal Credit in place of Income Support) in the **young person's name**
- young person is disabled and receives both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in the **young person's name**

The young person may get the full amount if they study full-time on a course of at least 30 weeks or they may receive less, or no bursary, if the course is shorter, they study part time or have few expenses.

## **Discretionary Bursary**

A discretionary bursary can be provided if the young person needs financial help but doesn't qualify for a vulnerable young person's bursary.

Schools, colleges and training providers are able to award bursaries to any young person who faces genuine financial barriers to staying on in education and training to help with costs such as transport, food or equipment.

### **Who decides who will get money?**

Those young persons in the vulnerable group are guaranteed funds.

For all others, colleges will decide and have the flexibility to pay larger or smaller bursaries to the young people who most need funds to stay on in education or training.

### **Will young people automatically get this money, or will they have to meet conditions?**

Schools and colleges will make receipt of a bursary conditional on a young person meeting expected standards, for example, of attendance, behaviour.

### **How will young people receive their bursary?**

Schools and colleges will determine the way in which young people receive their bursary.

## **Procedure to be followed at Linwood**

- Details of the 16-19 Bursary will be made available to parents at the Future Pathways evening and at the beginning of each academic year.
- Vulnerable Group  
Any unspent monies, at the end of the financial year, will be paid to the young person by cheque.
- Discretionary Group  
Parents will need to apply directly to the school, using the standard request form, detailing the amount they wish to apply for and what it will be used for.  
Decisions will be made by the Headteacher.  
Payments will only be made if adequate funding is received from the LA.  
The school will request receipts of any purchases.
- The School Business Manager will keep an account of income and expenditure in order to complete end of year returns to the LA.

If you would like any further information, please go to Government website

<https://www.gov.uk/1619-bursary-fund/eligibility>