



HOWARD OF EFFINGHAM SCHOOL

Lower Road, Effingham

Surrey KT24 5JR

☎ 01372 453694

✉ howard@thehoward.org

🏠 www.thehoward.org

16 – 19 BURSARY FUND

Policy and Information Leaflet

2026 - 2027

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund aims to help 16 to 19 year olds overcome any financial barriers they may face when attending a Sixth Form or Further Education College. The fund is allocated by the government to the school. The school is responsible for assessing eligibility and amounts to be paid under the Discretionary Bursary.

Eligibility

- Eligible students must be 16 years and over, but under 19 on 31 August 2026 and enrolled on full-time (minimum 12 hours guided study per week) government funded course(s).
- Students must meet the residency criteria set out in the EFA Funding Guidance. (A person on 1 September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.)

The Bursary award may typically be used for:

- 1 Transport costs not met by Surrey County Council's [16 to 19 travel assistance](#)
- 2 Books and equipment
- 3 Hardship costs
- 4 Additional Programme of Study Costs – field trips, study days that are essential to a course
- 5 Cost of travel to interviews for post Sixth Form courses or employment
- 6 Specialist clothing required for a course
- 7 Sixth Form social event participation
- 8 Other discretionary areas

There are two types of 16-19 Bursary:

1. 16-19 Vulnerable Student Bursary

Bursaries of £1,200 a year will be awarded to young people in the defined vulnerable groups listed below, if their course lasts for 30 weeks or more (a pro rata amount is payable if the course lasts less than 30 weeks):

- in care or care leavers
- receiving Income Support (IS), or Universal Credit (UC) in their own name
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in addition to Employment and Support Allowance (ESA) or UC – all benefits must be received by the student, in their own right (receipt of DLA or PIP alone does not meet the criteria).

2. 16-19 Discretionary Bursary

The amount payable is dependent upon individual circumstances, and on the number of applications received by 30 September 2026. Funding is based on need and made to eligible students who are living in a household where the total household income is less than £25,000.

Students must provide supporting evidence of income from parents/carers as detailed on the application form from the last 3 months.

- Income Support (Universal Credit)
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but not Working Tax Credit, and have an annual taxable income below £16,190
- The guaranteed element of State Pension Credit
- NHS Tax Credit Exemption Certificate

The Bursary award may typically be used towards the costs of transport, books, educational visits/field trips, meals, exam re-sits, equipment, university interviews (not open days) etc.

Payments will usually be made in three instalments, paid at the mid-point of each term.

If you are not in receipt of any of the above, but reside in a household which has a total household taxable income of under £25,000 for the tax year 2025-26, you may also apply for the Discretionary Bursary although your payment allocation will be a lower amount.

Household income must be evidenced by providing one or more of the following, before 30 September:

- P60
- Working Tax Credit Award Certificate
- Self-Assessment Tax Calculation Form (SA302)

The Bursary award may typically be used towards the costs of transport, books, educational visits/field trips, meals, exam re-sits, equipment, university interviews (not open days) etc.

Payments will be made in three instalments, paid at the mid-point of each term.

Tier A – students who have a gross annual household income of up to £16,190

Tier B – students who have a gross annual household income of between £16,190 and £25,000

3. Exceptional Circumstances

Additional awards may be made from the Discretionary Bursary Fund under **exceptional** circumstances, which are not covered by the above. **Any** student, for example, who is experiencing **short-term financial hardship** and who is not automatically eligible for an award can also apply for help with one-off course related expenses. Proof of income or hardship will be asked for. Applications for additional help will be considered on an individual basis and are dependent upon available funds.

Conditions

- All bursary payments will be dependent on the student's attendance, behaviour and academic performance being in line with the Sixth Form Contract.
- Bursary payments will be paid either in-kind (i.e. course materials etc.), directly into the student's bank account or via internal transfers when appropriate (i.e. trips, exam resit fees)

Questions and Answers

Will evidence of my financial circumstances be required?

Yes - evidence to support your application will be required by the School. See the Application Form for details. All evidence of household income will be in strict confidence.

Is there a deadline to submit the application?

You must submit your Application Form to the Sixth Form Office by 30 September at the start of the academic year. Applications received after the 30 September will be met from any Contingency Funds remaining and will also be pro rata based on your enrolment date and academic year.

Will the fund be able to pay all my costs of attending and participating in school?

The total amount of the fund is limited so it may not be possible to meet all of your eligible costs.

What happens if my (or my parent/carer) financial circumstances change during the year?

If your circumstances, or your parent/carers circumstances, change during the year, we can accept in-year applications subject to available funds – please download a copy of the Application Form from the website, or ask the Sixth Form Team for a form.

How will I receive my payments?

To receive payments, you must have a bank account in your own name that will accept BACS payments. No cash payments will be made. Payments are usually made termly but can be made on an ad-hoc basis.

What are my responsibilities?

- You must provide accurate information and appropriate documentary evidence where needed.
- If you are in receipt of an award, you must comply with the Sixth Form Contract and this policy.
- You must inform the School of changes in your household financial circumstances.

Can I appeal against the decision?

Yes, an appeal must be made in writing to the Director of Sixth Form explaining clearly what is being appealed and why you believe this policy has not been followed. Additional evidence to support the appeal may be required. If you feel the appeal has not addressed the issue you raised appropriately, you can ask for your appeal to be passed on to Stage Two whereby the original appeal application and supporting evidence will be passed on to the Appeals Panel (appointed by the school Principal) whose decision will be final.

So.....what do I do now?

To make an application, complete the application form available from the Sixth Form office and on our website and return it to Mrs Middleton, Sixth Form Administrator, sixthform@thehoward.thpt.org.uk.

The Director of Sixth Form will meet with the School Finance Manager to consider each claim in accordance with the fund guidelines and we will let you know the outcome.