

The 16-19 Bursary Fund provides financial support to help students overcome the specific and individual financial barriers to participation they face so they can remain in education. This is not automatically awarded without an assessment of individual level of need level of need and actual participation costs.

In order to be eligible for the bursary, we will assess students on their age, official residency status, whether the student is classed as ‘vulnerable’ (see the details below) or in receipt of Universal Credit. Evidence household income must be seen to determine eligibility and retained by the provider.

There are 2 types of 16-19 bursaries:

### **1. Vulnerable Student Bursaries**

The 16-19 Bursary Fund Guide outlines the following defined vulnerable groups:

- Young people in care, including those in foster care
- Young people who are classed as ‘care leavers’
- Young people in receipt of Income Support or Universal Credit because they are financially supporting themselves
- Young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Support Allowance or Universal Credit in their own right

Where students fall into one or more of these groups, they are eligible for a bursary of up to £1,200 per year of educational resources. We may decide that although you are eligible, you do not have any actual financial need, therefore you may receive a reduced or limited amount and ***you will only receive the amount you need to participate fully in your chosen courses.***

### **2. Discretionary Bursaries**

For those students that do not meet the criteria to be considered ‘vulnerable’, there is still the offer of discretionary support. This is awarded with the same aim as the Vulnerable Student Bursary: to help students with the costs of participating in their chosen courses at our institution. For example, covering the costs of text books, additional transport costs, course-specific equipment or specialist clothing. Where possible and if funding permits, support may be available to contribute towards the costs of attending industry placements, university interviews and open days. It is not intended to provide learning support such as counselling, mentoring or extra-curricular activities. Decisions regarding who qualifies for the Discretionary Bursary are made based on individual circumstances and actual financial associated with course delivery. These will vary depending on:

- Household income; -
- Distance they need to travel to college; -
- Requirements of their chosen courses.

### **Free School Meals**

Neither of these bursaries are to be used for covering the cost of meals by way of subsidy. If this is required, the students should apply for Free School Meals: [www.cloudforedu.org.uk/ofsm/sims/](http://www.cloudforedu.org.uk/ofsm/sims/).

## **Applying to the Bursary: Deadline Monday 29th September 2025**

*Students will receive further information on the application process in their college induction*

*Students will:*

- register and complete the online application form at [Parrs Wood High School \(applicaa.com\)](http://Parrs Wood High School (applicaa.com)) using their **parrswood college email address**
- upload evidence of the family income by means of a financial statement or Universal Credit monthly award notice – further details will be provided
- provide the student's bank details in the relevant section. ***These must be for your own account and not that of a parent's.*** These will be used if you are eligible for a half-termly payment for associated costs.

Following the review, you will receive a letter / email advising you of your eligibility and what you will be allocated.

- 1 Upon being given notice of receipt of bursary student must identify what they would need financial support with in order to complete the student's chosen courses. ***Note: equipment provided is on a loan for the duration of your course.***

### **Conditions For payment of Bursary**

***Receipt of both Vulnerable and Discretionary Bursaries are conditional upon students meeting the required standards of attendance and behaviour and should also be progressing satisfactorily towards their target grades.***

Failure to meet with these conditions will result in a percentage reduction of or a refusal of individual support claims. Please read through the student agreement with your child to ensure that they fully understand the conditions of receiving their bursary.

For full details of the 16-19 Bursary go to [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

### **Appeals**

You will be informed of the decision and have the right to appeal should you believe that your claim has not been fairly dealt with. These can be directed to Andrew Langford (Head of Sixth Form) for consideration of the Senior Leadership Team.

### **Terms and Conditions and Audit Requirements**

As an establishment that is bound by the funding regulations and requirements of the Education Funding Agency (ESFA) we are required to retain copies of any documents the student has signed to give formal agreement to their conditions for payment. We are also required to retained scanned copies of documentation for 6 years.

In view of this, documentation provided by students and parents / carers used to determine household income, including the receipt of benefits, will be kept for a period of six years, and will be kept securely and confidentially as a scanned electronic copy. All original documentation will be returned to you.