

October 2026

Dear Families

LPSB 16-19 Bursary Policy Guidance Notes for Families

1. What is the 16-19 Bursary Fund?

The DfE operates a bursary fund for those studying at publicly funded schools or colleges in England aged 16-19. The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

The Bursary fund is made up of two parts – a sum for the most vulnerable students in the Sixth Form (**Bursary Level 1**), and a discretionary fund for the school to distribute (**Bursary Levels 2 and 3**). The school sets its own eligibility criteria for the discretionary bursaries and the terms and conditions under which they are awarded.

The monies allocated to the 16-19 Bursary cost centre are ring-fenced and will only be spent on bursaries.

To be eligible to apply, a student must be aged at least 16 and under 19 on 31st August in the academic year they start their course. Where a young person turns 19 during their year of study they can continue to be supported until the end of the academic year or end of the course (whichever is sooner).

2. Am I eligible for the 16-19 Bursary?

There are three levels of the 16-19 Bursary at LPSB:

Bursary Level 1 – Vulnerable Student Bursaries

The school can approve bursary funding for educational purposes for students who are in one of the following 'vulnerable groups' as defined by the EFSA:

- In Care or Care Leaver
- Receiving Income Support or Universal Credit in their own right
- Receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in their own right

Bursary Level 2 – Discretionary Bursaries (household income below £25,000)

Discretionary Bursaries are available to the following students:

- Students in receipt of Free School Meals
- Students with family household income below £25,000



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The Bursary award is based on the financial position of the student's family and their needs to continue in education. To be eligible, the student's family household income must be below £25,000 per annum, to include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit and working tax credit but child benefit may be excluded.

Bursary Level 3 – Discretionary Bursaries (for pupils not in the above categories)

The 16-19 Bursary Fund is limited. If funds remain after the above bursaries, students not in receipt of these may apply towards the costs of resources, equipment, transport, school trips in the UK (essential to the course of study, such as fieldwork trips), visits to universities, etc. Decisions will be made on a case-by-case basis and must demonstrate a real need for assistance. Students applying will be required to provide evidence of family income. Evidence of payment of costs will be required – please ensure that receipts are retained for any purchases made. Discretionary Bursary funding will be allocated at the discretion of the Headteacher.

3. What can the Bursary be used for?

You can apply for the Bursary to assist you with the following items:

- Purchase of books, resources, or other equipment for academic study.
- Purchase of kit or equipment to support engagement in extra-curricular activity.
- Contribution towards the cost of food on days you are in school.
- Contribution towards the cost of a field trip or educational visit.
- Contribution towards the cost of attending university interviews / open days.
- Contribution towards the cost of attendance at academic workshops, study days, lectures, or work experience placements.
- Contribution towards the cost of other activities to support a UCAS or employment application.
- Transport costs.

Please note:

- The sixth form bursary does not cover the purchase of clothing. However, support may be provided for the replacement of essential items, such as shoes, subject to a capped amount. All such items must be approved by the Assistant Headteacher in charge prior to purchase.
- Due to cost constraints, we are unable to offer financial support for laptops. We encourage students to make the most of the school's resources where possible.
- The sixth form bursary does not cover the purchase of hoodies, yearbooks or school prom tickets.
- The sixth form bursary cannot be used to cover the cost of private tuition, unless through prior arrangement with the school and through a provider approved by the school.

The Application Process

Students who wish to apply should complete the application form in the enrolment pack or collect an application form from Miss Dell. The application form can also be downloaded from the school website in the 'Sixth Form' pages, under '16-19 Bursary Fund'.

Important:

- Please ensure that you complete a 'Bursary Claim Consideration' form before making any purchase. This form should be submitted to Ms Dell, along with a link to the item (if applicable). All requests will be reviewed by Mr Butterworth during the Bursary Claim window.
- Please wait for approval before purchasing items.
- Please ensure that all claims and receipts are emailed to adell@lpsb.org.uk.
- Claims may only be made with receipts.
- Bursary claims will only be approved if the conditions outlined in this document are met.

You will be asked to submit the application form along with evidence of your current qualifying household income through the following documentation:

- P60 Certificate (PAYE Certificate of pay and tax deducted)
- Universal Credit Award or any other Benefit, e.g. PIP, Disability Allowance etc.
- SA302 form (notice of tax calculation from the HMRC)
- Certified accounts (if self-employed)

Students must provide full details of the items for which they require assistance. Once the application has been approved, funds will only be given once receipts have been provided.

The Finance Team will then organise payment into the successful applicant's bank account. In some cases, the school will purchase goods and services on behalf of the student rather than paying the student directly.

Any Bursary awarded will be subject to attendance reviews. Payment can stop at any time if a student fails to attend school, or attendance is below a satisfactory level – this is at the Director of Sixth Form's discretion.

Students in receipt of Bursary funding are required to make the school aware of any change in financial / home situation as they arise. Parents / students are required to sign to this effect in the application form and if upon review it is found that individuals have falsified documents, submitted inaccurate information or been claiming money fraudulently the school may take legal action including recovery of the money and referral to the police.

4. Appeals and Complaints Procedures

All students have the right to appeal the decision not to award a 16-19 Bursary and must submit a letter to the school within two weeks of receiving their decision letter.

Should a student / parent wish to make a formal complaint regarding the 16-19 Bursary application and decision process they should follow the School Complaints Procedure which is available on the LPSB school website.

5. 16-19 Bursary Terms and Conditions

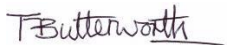
Students must:

- Attend timetabled lessons, sessions, or activities (at least 95% attendance, unless there are exceptional circumstances).
- Have no unauthorised absence.
- Achieve positive effort/'Attitude to Learning' grades.
- Conduct themselves in a professional manner within the school community.

Should a student not meet the conditions above, they will not be entitled to make a claim, and the school may ask for repayment.

For further information about the 16-19 Bursary, please contact Mr Edwards, Assistant Headteacher and Director of Sixth Form, at sedwards@lpsb.org.uk or Mr Butterworth, Assistant Headteacher, at tbutterworth@lpsb.org.uk.

Best wishes



Mr T Butterworth
Assistant Headteacher