



Haberdashers' West Midlands Academies Trust 16-19 Bursary Fund Policy

Haberdashers' Abraham Darby

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary fund is a scheme made available from the government through the Department for Education for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The 16-19-year-old bursary scheme has been put in place as a replacement for the former Education Maintenance Allowance.

Students may be able to access support for essential course related costs such as books, equipment, uniform, school meals, transport and curriculum related trips. Further guidance can be sought from the finance team.

There are two types of 16 to 19 bursaries:

1. Vulnerable bursaries of up to £1,200 a year for young people in one of the defined vulnerable groups and will be based on course participation costs and actual financial need.
2. Discretionary bursaries, that institutions award to meet individual needs, are based on an assessment of income, participation costs and actual financial need.

Eligibility

- A student must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
- Students must meet the residency criteria in [DFE funding regulations](#) for post-16 provision.
- Students following government (DFE) funded courses.

Who is eligible to apply for Vulnerable Bursary Funding?

The defined vulnerable groups are students who are:

- in care
- care leavers
- in receipt of Income Support (IS) or Universal Credit (UC) in their own right

- in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP), as well as Employment Support Allowance (ESA) or Universal Credit in their own right.

Who is eligible to apply for Discretionary Bursary Funding?

- If a student is currently entitled to Free School Meals and a letter from the Local Authority or School confirming free school meals eligibility is provided. Please note, students are still required to provide proof of household income to ensure that actual financial need can be assessed.
- Parents/guardians are in receipt of any of the following (as per the free school meal eligibility criteria):
 Universal Credit, where income from working does not exceed £7,400 per annum after tax
 Guaranteed element of State Pension Credit
 Child Tax Credits (provided you are not also claiming working tax credits) where income does not exceed £16,190 per annum before tax
 Income Support
 Employment and Support allowance
 Income based job seekers allowance
 Support under Part V1 of the Immigration and Asylum Act 1999.
- If household income does not exceed £25,000 before tax.
- Students who are at risk of not taking up or continuing in their education as a result of economic or social barriers. This group also includes students with physical or other disabilities, medical conditions and/or learning difficulties.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age at the time of their application.
- Students who have a family income of more than £25,000.

If you are eligible, when and how should you apply?

If you are eligible for either bursary then please complete the 16-19 Bursary Fund Application Form which is available on the school website or from the Sixth Form Office. Please complete the form carefully, making sure you complete all of the sections. You also need to make sure you provide us with photocopies of the evidence we have asked for above. Please do not send originals as we will not be able to return these to you.

You should hand in or send your completed application form and evidence to Mrs Carey, in the Sixth Form office, in the first instance.

Haberdashers' Abraham Darby, Ironbridge Road, Madeley, Telford TF7 5HX

The initial deadline for applications is 19th September 2025, however, applications can be made at any time throughout the academic year. Students are advised to apply as early as possible as only limited funding is available each year.

The completed form, together with documentary evidence of entitlement, should be provided in order for the application to be processed and agree an appropriate schedule of payment which may include the value of in-kind payments such as essential equipment, bus travel and curriculum trips. We will not fund travel for students who live within a 1-mile radius of the Academy unless there are exceptional or medical circumstances which will be considered on a case by case basis.

Who will consider applications?

All applications will be considered by the Deputy Head of Sixth Form, CFO / Trust Finance and Business Manager and confirmed by the Principal.

Funds are limited and, even if you meet the income threshold, there is a possibility that no support will be given if it is deemed that there is not a financial need.

Payment & purchases

Eligible students for both Bursaries will have to sign an agreement before any payments can be made and payments may be withheld if the student does not comply with the criteria listed on the agreement relating to attendance, behaviour, punctuality and progress.

All payments will be made to the pupil directly into their bank account, on proof of expenditure or alternatively requests can be made to the finance office to purchase items, pay for trips etc directly from the individual allocation.

Prior approval is required for any items in excess £150.

Where possible, school uniform should be supplied by Baker & son, any other uniform purchases will be subject to a maximum of £50 without prior approval.

Please note, a student may be asked to return any items purchased through their bursary at the end of their studies or if they leave the Sixth Form before completing their course.

Withdrawal of funding

Students in receipt of a bursary should notify the Trust Finance and Business Manager / CFO in the event that their circumstances of eligibility change.

The school also reserves the right to withdraw funding in the event of unsatisfactory attendance, behaviour, punctuality and progress.

Students and their families agree that the information they provide is correct and complete to the best of their knowledge. Students and their families are aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

Appeal process

In the event of a disagreement regarding the application or allocation process, complaints should be made in writing following the school's normal complaints procedure.