



CARLTON
ACADEMY TRUST

16-19 Bursary Policy

Approved on behalf of Trustees:

Gareth Logan

Date:

January 2026

Next Review:

January 2027

Glossary

DfE:	Department for Education
DWP:	Department of Work and Pensions.
EHCP:	Education Health Care Plan.
HOS:	Head of School.
IS:	Income Support.
LAC:	Looked After Child (in Local Authority care).
PLAC:	Previously Looked After Child (formerly in Local Authority Care)
TDOSS:	Trust Director of Special Schools.
UC:	Universal Credit

Overview and Eligibility

The Bursary Fund provides financial help to students whose access to or continued access to education might be hindered for financial reasons. Funds are typically used for.

- Transport
- Books and Equipment
- Uniform
- General Hardship

Students are eligible when any of the following apply:

- Aged 16 or over and under the age of 19 on 31 August.
- Aged 19 or over on 31 August and have an EHCP.
- Aged 19 or over on 31 August 2024 and continuing a study programme they began aged 16 to 18 ('19+ continuers').
- Meet DfE residency criteria for post-16 provision.
- Participating in provision subject to formal inspection by a public body which assures quality (such as Ofsted).
- Funded by the DfE or other state funding agency which leads to a qualification, or 16-19 traineeship programme.

Vulnerable Bursaries

Applications for bursaries up to £1200 in value may be claimed when any of the following apply:

- Student in care or a care leaver (Not including those in private fostering).
- Student receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves or themselves and someone who is dependent on them and living with them (child, partner; etc).
- Receiving Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or UC
- Receiving Personal Independence Payments (PIP) in your name and either ESA or UC



Discretionary Bursaries

These are for students who are in financial need, with preference given to those who are registered as eligible for free school meals. Discretionary bursaries may be claimed in addition to vulnerable bursaries.

There are no limits to the amount awarded and made in accordance with student needs. Eligibility is reviewed each academic year and discontinued when they fail to meet eligibility criteria.

Evidence

All applications must be supported by evidence, such as:

- A copy of their UC or IS award notice.
- Tenancy agreement, child benefit receipt, birth certificate or utility bill in their name.
- Written confirmation of LAC or PLAC status from the relevant local authority.
- A copy of the UC claim from the DWP.

Application and Award Process

Step 1: Invitations to apply for bursaries are issued to post-16 students at the start of each academic year.

Step 2: Completed applications reviewed by the HOS.

Step 3: Students informed whether application have been approved or rejected. Unsuccessful applicants have the right of appeal.

The amount awarded is determined according to individual need. Students will either have resources purchased on their behalf or claim money back after making a payment. The school may offer bursaries in other protocols such as travel or meal vouchers.

Any equipment purchased by school for student use remains the property of the school and must be returned when studies at the school have concluded.

Schools retain the right to discontinue payments when students fail to meet expected attendance or behaviour standards.

Appeals

Students may appeal when either:

- They do not receive an award.

or

- Payments are discontinued due to their failure to meet attendance and/or behaviour expectations.



Appeals should be made in writing to the HOS, outlining reasons why support should commence/re-commence. Supportive evidence should be included, with decisions formally communicated within 10 school days.

A further appeal may be made to the TDOSS, which is the final stage of the appeals process.

Appendix A

16-19 Bursary Application Form

Student Name:		
Date of Birth		Age:
Address:		
Telephone number:		
Parents/Carers names:		

Bursary Type	Vulnerable / Discretionary
Are you In Care?	YES/NO
Are you a Care Leaver?	YES/NO
Are you receiving (circle as appropriate):	
Income Support	YES/NO
Universal Credit	YES/NO
Disability Living Allowance	YES/NO
Receiving Employment and Support Allowance	YES/NO
Receiving Personal Independence Payments	YES/NO
Free School Meals	YES/NO

Discretionary Awards: Please give details of support required:

Description	Details (Please state your reasons for making this application and if successful how the award will be used)	Amount Requested
		£
		£
Total amount requested		£



Supporting Information:

Please provide any other relevant information to support your application:

(Continue on additional page as required)

Bank Details:

Bank Name	
Account name	
Account Number	
Sort Code	

Declaration

- I have read and understood the criteria for applying to the 16-19 Bursary Fund
- I will provide relevant evidence to support my application.
- I agree that, to the best of my knowledge, the information given is correct.

Parent/Student Signature (as appropriate):

Name: _____

Signed: _____

Date: _____