TRINITY ACADEMY 16-19 Bursary Fund Policy
Information for Students
September 2026

1. INTRODUCTION
What is the 16-19 Bursary Fund?

A key priority of the Government is to eliminate the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training. The Government provides funding to tackle disadvantage both through the Education Funding Agency's (EFA) funding formula and through support to help young people meet the costs of participating in education and training post-16. The Government has set aside some money for schools to allocate to young people who need financial support to stay on in further education. This is called the 16-19 Bursary Fund. The Bursary Fund has been set up to help with any education related costs that may arise during the school year.

To be eligible to receive a bursary, the student must:
● Be aged (i) over 16 and (ii) under 19 at 31 August before the academic year in question. If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner
● Satisfy the residency criteria in the EFA funding guidance
● Be a resident of England (residents of Wales and Scotland should approach their home local authority to make an application for Welsh EMA or Scottish EMA)

The 16-19 Bursary Fund has two streams:

Vulnerable Bursary A
Up to £1,200 a year for young people in the following defined vulnerable groups:

- young person is in care
- Young person is a care leaver
- Young person (not parents) is in receipt of Income Support or the equivalent Universal Credit 'UC',

- Young person (not parents) is in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance 'ESA'(or Universal Credit as a replacement for Employment Support Allowance),
- The young person does not have to live independently of their parents; they can claim SA or UC in their own right, although their parents will not be able to claim Child Benefit for them if the young person's claim succeeds.

Discretionary Bursary B
Award made by the school distributing Government funds. These awards are targeted towards those young people who cannot stay in education without financial help for things like transport, meals, books and equipment.

Students in receipt of Free School Meals or those whose gross annual household income is below **£25,000** are the focus for this discretionary bursary award, but any student, regardless of their personal or family circumstances, can apply if they have an identifiable financial need.

It is permitted to apply for both the Vulnerable Bursary A and the Discretionary Bursary B if you believe your circumstances meet the eligibility criteria for each element.

2. ELIGIBILITY CRITERIA

Vulnerable Bursary A

Young person is in care
A young person in care is defined as a young person who is looked after by the local authority on a voluntary basis or who is under a care order.

Young person is a care leaver
A young person is a care leaver if either
(i) they are aged 16 and 17 and were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16 or
(ii) they are aged 18 or above and were looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

Suitable evidence will need to be provided to demonstrate you are in one of the vulnerable groups. The following are examples of appropriate evidence:
- a letter setting out the benefit to which you are entitled
- written confirmation of your current or previous looked-after status from the local authority

The vulnerable bursary is payable each academic year the student is in education or training, providing they continue to meet the age eligibility criteria.

Discretionary Bursary B
Your application for a discretionary bursary should be supported by evidence of financial hardship. An example of this would be:
- evidence of Free School Meals eligibility
- evidence of household income (receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income)

The Academy has an annual allowance to meet discretionary bursary applications. Once the allowance is spent, no further funding will be made available by the EFA. Therefore the Academy will not allocate all the allowance at the start of the year, but will retain a proportion to allow for exceptional circumstances and students joining courses later in the year.

It is not possible to specify the exact payment to be received by the discretionary bursary students, as the number of eligible candidates will dictate this in each academic year.

Some large cost items can be paid for directly from the Bursary, such as Field Trips and texts. The remaining Bursary will be paid to the student's bank account in instalments, dependent on student's fulfilling the Payment Criteria.

3. PAYMENT CRITERIA

Receipt of both Vulnerable Bursary A and Discretionary Bursary B is dependent on the student meeting the following agreed standards:
- Achieving at least 93.5% attendance in the period prior to the payment
- Achieving 100% exam attendance in the period prior to the payment
- Attending all timetabled lessons, including Private and Supervised Study, and Personal Development (Tutor) lessons.
- Submitting all assignments on time and behaving according to Trinity Code of Conduct.

4. TIMINGS OF PAYMENT

The Academy will endeavour to make as many of the purchases on behalf of the students. This will be particularly relevant for text books or travel passes. Where approved items cannot be purchased by the school or have already been purchased by the student, payments will be made in arrears on proof of receipts , following a progress review meeting with their Sixth Form Tutor. These payments will be made directly to students' bank accounts.

5. APPLICATION PROCEDURE

1. Application Form

All applications must be made on Trinity's 16-19 Bursary Fund Application Form with suitable evidence attached. These should be handed to a member of the Sixth Form staff and will be treated in strictest confidence.

Applications should be made by 30th September each year to be eligible for the first, main instalment.

2. Confirmation of award

Applicants will be notified in writing as to whether they have been successful and, if so, broadly what items may be covered by the Bursary. This may be subject to change as the year progresses depending on the number of late applications.

3. Expenditure of Bursary

Where possible, the school will purchase items directly for the students. Where this is not possible or items have already been purchased, students will need to complete a proof of purchase claim form and attach a copy of the receipts. Reimbursements will then be made to the student's account.

6. LATE APPLICATIONS

There is no final deadline for applications as circumstances can often change during a year. Students can inquire about Bursary at any point in the year. However, the bursary fund is a finite resource, so late applicants will only have access to any reserves held back for the remainder of the year. Financial support will only be for the remaining section of the year i.e. it is not backdated.

7. APPEALS

Any student or parent who wishes to appeal against an unsuccessful application may do so in writing. Appeals will be considered in accordance with the Academy's complaints policy. Further guidance on 16-19 bursary can be obtained from the following link:

16 to 19 Bursary Fund: provider guide - GOV.UK