



Appendix 2: Bursary Mini Guide

What is the 16-19 Bursary?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund. **Receiving a 16-19 bursary will not impact any other benefits you receive.**

Who is Eligible?

You must:

- be at least 16 and under 19 on 31 August 2024
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

There are two types of bursaries, Bursaries for defined vulnerable students and discretionary bursaries.

Eligibility for Bursary for Vulnerable students

- Students in care *n.b. to be eligible students must have been placed in care by the local authority.*
- Students who are care leavers (including those previously in the care of the local authority that has subsequently been placed within a 'Special Guardianship' arrangement).
- Students receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Eligibility for Discretionary Bursary

Fakenham Sixth Form considers students to be eligible for the Discretionary Bursary if any or all of the following criteria are met:

- The family is in receipt of Universal Credit.
- The student is a Young Carer or performs the role of carer for either a parent, close relative or sibling such that paid employment is impractical or unobtainable.
- Family circumstances including (but not limited to); a parent/s or family member with a disability, Significant mental health conditions, immediate family bereavement.
- Conditions including physical and mental health conditions or disabilities that limit the ability of the student to access employment or that lead to increased costs for accessing education.
- Individual circumstances at the discretion of the Bursary Administrators and the Sixth Form and Academy Leadership.



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- Children Seeking Asylum
- Have a household income of under £50000

What can the bursary funds be used for?

- Educational resources – including stationery, equipment, subscriptions, curriculum trips and visits, relevant future events such as attending University Open Days or applicant days, and other activities expressly related to a students' next phase of education.
- Transport – this must be transport related to education, i.e. a bus pass.

How do I apply?

- Applications for both Bursaries must be completed using the bursary form by 1st October 2025. <https://forms.office.com/e/hV7RCpuDuD>
- Applications must include evidence of eligibility (see the list on the form), and these must be uploaded to the application.
- Upon verification of the claim as valid, Recipients will be notified, and the records updated to reflect they are a Recipient of the 16-19 Bursary.
- Fakenham Sixth Form will be the resources in-kind.
- **Students must have attendance of at least 95% for required sessions – this includes lessons (all subjects including Extended Project), form time, tutorial, supervised study, intervention sessions, work experience and volunteering to receive the bursary.**

ALL INFORMATION INCLUDED ON YOUR APPLICATION WILL BE KEPT CONFIDENTIAL.



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Appendix 3: Application Form

<https://forms.office.com/e/hV7RCpuDuD>

Appendix 4: Poster

FAKENHAM SIXTH FORM

16-19 Bursary

What is it?

- Money from the government to support students to access education.
- Two types of bursaries. Defined Vulnerable Groups & Discretionary.

Who can get it?

- Anyone who has a household income lower than £50000.
- Anyone who receives a PIP or Disability Living Allowance.
- Anyone who receives universal credit.
 - Students who are carers.

What can it be used for?

- A laptop
- Books and revision guides
- Stationary
- Transport costs
- Educational trips
- To cover the costs of visiting a university.
- A camera or art equipment (if studying these subjects)
- Food allowance in the canteen

How do you apply?

First read the policy

- Complete the application form either online
<https://forms.office.com/e/hV7RCpuDuD>

Or a paper copy (see LMS, SMR, JHA)

- You will need evidence for your claim.

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