



16-19 Bursary Fund Policy/Procedure 2026-27

Section 1: Introduction

Chadsgrove School receives an annual allocation of 16-19 Bursary Funds to assist young people who face the greatest barriers to continuing in education or training post 16. If you are aged between 16 and 19 years old and think you might struggle with the costs for full-time education or training you may receive a bursary.

Chadsgrove School operates the scheme in compliance with the '[16-19 Bursary Fund – Guide for 2026-27](#)' and this document sets out our approach to the use of the Bursary Fund in 2026/27 which will be reviewed annually.

Section 2: Student Eligibility

The 16-19 Bursary has two elements:

- Students in a '**defined vulnerable group**' will be eligible to receive a **Bursary Award** of up to £1,200 per year. Students in a defined vulnerable groups are students who are:
 - in care
 - care leavers
 - receiving Income Support (IS), or Universal Credit (UC) 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
 - receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **in addition to** Employment and Support Allowance (ESA) or UC – all benefits must be received by the student, in their own rightStudents must be in receipt of DLA or PIP **and** ESA or UC to be eligible – receipt of DLA or PIP alone does not meet the criteria.
- **Discretionary Bursary Awards** will be targeted towards students facing financial barriers to participation and achievement, such as the costs of transport, meals, books or equipment etc.

To be eligible to receive a bursary a student must be:

- Aged over 16 and under 19 on 31 August 2026 to be eligible for help from the bursary funds (discretionary and defined vulnerable groups) in the 2026 to 2027 academic year.
- Enrolled and attending a course organised by the school



- On a means-tested benefit, or dependant on parents on a means-tested benefit (we will use eligibility for Free School Meals in the first instance), in financial hardship or in the 'vulnerable group' as defined above.
- A student aged 19 and over is only eligible for the discretionary bursary if they:
 - have an education, health and care (EHC) plan
 - continue on the same study programme they started between 16 to 18 years (19+ continuers)

Section 3: Application and Assessment Procedure

Please use the Chadsgrove School 16-19 Bursary Fund **Application Form**.

If you are applying for the **Vulnerable Bursary Award** you must be able to provide evidence that demonstrates you meet the eligibility criteria set out above to receive an award up to £1200 p.a.

If you are applying for a **Discretionary Bursary Award** you must be able to provide evidence that demonstrates you or your parents/carers are in receipt of a means-tested benefit and/or that you are in financial hardship. We will use our discretion to make awards to students in ways that best fit their needs and circumstances

Priority for these discretionary awards will be given in the first instance to those students eligible for **Free School Meals (FSM)**. All eligible students are encouraged to apply for FSM as soon as possible.

You can expect to know the outcome of the assessment of your application within two weeks of submitting your completed application form. You will receive written confirmation of the outcome.

Section 4: Payments

Vulnerable Bursary Awards

This will be paid regularly at a rate determined by the number of weeks in the half term.

Discretionary Bursary Awards:

Those eligible for FSM will be given a sum to be paid preferably via BACS. The value of the award will be at the school's discretion.

Payment of any Bursary will be conditional on you maintaining high standards of attendance, achievement and punctuality.

To receive bursary payments, you must normally have a bank account **in your own name** that will accept BACS payments (it is not possible to make BACS payments into a post office account). If you do not have a bank account, you will need to apply to open one. If there is a delay in setting up a bank account that will result in further financial hardship, please discuss with school about whether it is possible to make interim payments.

Books, reference materials and non-consumable equipment funded by the Bursary remain the property of Chadsgrove School and must be returned to the school at the end of the course, or before if you leave early.

Payment of a Discretionary Bursary is subject to the availability of funds and any Bursary awarded to support you whilst you are on a course does not guarantee support for any subsequent courses.

You will be required to repay any overpayments resulting from early withdrawal from a course.

Section 6: Records and Data Protection

Staff involved in administering the 16-19 Bursary will comply with Chads Grove School's policy on the storage and transfer of information supplied in the course of application and payment of funds.

Section 7: Fraudulent Claims

We must protect public funds from the possibility of fraudulent claims. We ask for detailed information and may invite applications for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes, we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

Section 8: Appeals and Complaints

If your application is unsuccessful, you have the right to appeal against the decision; you may also appeal about the amount or type of award by writing to the Headteacher. Your letter should clearly state why you feel the award should be reconsidered. You may be invited to provide additional information or invited to discuss your individual circumstances as part of your appeal.

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