



Maghull High School

Sixth Form

The 16-19 Bursary Fund

2025 - 2026

This fund is allocated by the Government to Schools to assist students whose access to and participation in education is inhibited by financial constraints or barriers.

Who is eligible to apply for the 16-19 Bursary funding?

Students following government funded full time or part time courses, who are over 16 years and satisfy one or more of these criteria:

1. Students aged at least 16 and under 19 years of age on 31st August who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
2. Students who are economically disadvantaged and at risk of not taking up or continuing in their education.

How is Bursary Funding allocated?

The 16-19 Bursary is a **limited** fund and the School must prioritise allocation according to guidelines based on need and household income.

Priority 1

Students aged at least 16 and under 19 years of age on 31st August who are in the following categories:-

- Are currently in care
- Are leaving or have just left care
- Are in receipt of Income Support or Universal Credit in their own name
- Are disabled and in receipt of **both** Employment Support Allowance and Disability Living Allowance.

Eligible students will receive up to £1,200 bursary per annum paid over three terms.

Priority 2

Students aged at least 16 and under 19 years of age on 31st August who are in the following categories:-

- Are eligible and claim free school meals
- Have a gross household income of below £24,000 (*Gross household income is the total income of parents and any partners (including benefits) in the household. It does not include any income earned by siblings*)

Students in this group may be eligible for a **contribution towards the cost** of transport, essential course equipment, educational visits or financial support towards childcare costs and exam re-sit fees. The amount payable to students who are eligible is subject to change and has to be based on the number of successful applications.

Discretionary Fund

Those students who do not meet the criteria for Priorities 1 and 2 **may** be considered for funding, subject to availability after those in the higher priorities. In some cases these awards may not be made until after 31st December. Students in this group may get a contribution towards the costs of any reasonable educational expense. The Applicant may be asked to provide evidence of hardship and / or income.

Emergency Payments

Emergency Payments of small sums may be available for any student in times of need such as homelessness.

Applications

- Application Forms are available from the school or can be downloaded from the school website.
- Applications should be made as soon as possible and by 31st October at the latest. Emergency funding can be applied for at any time.
- Priority 1 applicants will need to provide evidence that they fall into one of the nominated groups: in care, care leavers, those in receipt of Income Support in their own name or those receiving Disability Living Allowance and Employment Support Allowance.
- Priority 2 applicants who are entitled to free school meals will not need to provide any other evidence as the local authority will provide confirmation.
- Priority 2 applicants who **do not receive free school meals** will need to provide evidence of income for example P60, wage slips, statements of benefit entitlement and payments.
- Completed forms should be handed to the Assistant Head of Year 12/13.
- All applicants will be advised of the outcome.

Payments

- Payments will be made directly to the student or where the student requests to their parent or guardian by bank transfer.
- Payments will be made by instalments, (usually one payment per term) the number of which will depend on the amount of bursary paid.
- Following the first term payment in Term 1, subsequent payments will **depend upon student's good attendance and progress. This will be monitored regularly.** Payments are generally made 2-3 weeks after the start of term once analysis of student attendance and progress has taken place.
- Students should maintain a minimum of 90% attendance to timetabled lessons and tutorials in order to receive payment from this fund.
- An average of 85 – 90% attendance may give 50% of the payment due until such a time that attendance improves.
- Students with less than 85% will forgo any payment.
- **The allocation and spending of the Bursary Fund is subject to official audit and the school and students may be asked to show for what educational purposes the money allocated has been used.**

Decisions

- Decisions about the allocation of funds will rest with the Senior Leadership Team of the school.
- A panel will be set up consisting of the Head Teacher and Governors to consider any appeals.
- Appeals should be made in writing within five working days of a decision being issued.

The Governing Body will review and update as appropriate the Bursary Fund Policy on an annual basis, depending on prevailing Government policies and any local agreements.

For any further queries or clarifications, please contact the Director of Sixth Form.

Please read all the above notes carefully

Maghull High School

Application for 16-19 Bursary Funding 2024 – 2025

Name of Student

Please indicate by ticking a box below which of the Funding Criteria you are applying for, then complete that part of the form.

Priority 1 ☐

Priority 2 ☐

Discretionary/Emergency Fund ☐

Priority 1 Funding

You must include evidence for one of the criteria to support your application. Please indicate below what evidence you have enclosed in support of your application.

Evidence of:-	Evidence enclosed with this application
Student in care.	
Student having just left care.	
Student receiving Income Support or Universal Credit in their own right	
Student receiving Universal Credit and Disability Living Allowance OR Personal Independence Payments in their own right.	

Briefly describe what educational purposes the Bursary will be used for, giving details of costs such as bus fares, school trip fees, uniform etc.

You must state the total amount requested: £

Priority 2 Funding

Are you eligible for free school meals? Yes ☐ No ☐

If the answer above is yes you do not need to provide any further evidence of income as your local authority will do so.

If you are ***not*** eligible for free school meals and are applying based upon Household Income you must include evidence of the annual income (this does not include income of any of the students siblings). Please indicate below what evidence you have enclosed in support of your application. If the household income is made up of two separate incomes (i.e. both parents / guardians) evidence must be provided for each.

Income £	Evidence enclosed with this application
Income 1 £	
Income 2 £	

Briefly describe what educational purposes the Bursary will be used for, giving details of costs such as bus fares, school trip fees, uniform etc.

You must state the total amount requested: £

Discretionary/Emergency Fund

It may be possible to apply for Bursary funding through the Discretionary / Emergency Fund if you do not fit into criteria 1 or 2. However, this is based on emergency/exceptional circumstances and should be accompanied by evidence of hardship or the annual income (this does not include income of any of the student's siblings). Please indicate below what evidence you have enclosed in support of your application. If the household income is made up of two separate incomes evidence must be provided for each.

Briefly explain for what educational purpose funding is needed and why assistance is required, giving details of costs such as bus fares, school trip fees, uniform etc.

You must state the total amount requested: £

All Applicants must complete the details below

Bank Details of Student

Name of Bank _____

Name of Account Holder _____

Bank Sort Code _____

Account Number _____

Signature of Applicant

*I declare that to the best of my knowledge all information given in this form is correct and that if my circumstances change I will inform the school as soon as possible. **I understand that to receive funding I must have full attendance and make good progress.***

Signed _____ Date _____

For Official use only.

Headteacher Mr Matthew Kay BA (Hons) NPQH
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