



Caistor Grammar School

A Selective Academy

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16-19 Bursary Fund Guidance Notes

1. What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is there to provide financial assistance to those students who face a financial barrier to continuing in education or training post-16. The funding is provided by the Department for Education.

2. What is it for?

The 16-19 Bursary is a limited fund made available for supporting eligible students with the costs of transport to and from school, free school meals (from the school dining hall, there is no cash alternative), books, educational visits and other course materials or equipment essential to successfully completing their programme of study, and the costs of attending university interviews and open days. These are items that the student would otherwise need to pay for to participate.

The bursary is not intended to provide learning support, or to support extra-curricular or non-compulsory activities that are not essential to the student's study programme or to provide living costs support.

3. Who is it for?

The 16-19 Bursary is targeted towards those students considered most in need of financial support. The Government has identified a priority group of students and have asked that Schools offer them a Vulnerable Bursary.

Other students in need of financial support can apply for a Discretionary Bursary.

4. Eligibility Criteria

Please note: the following eligibility criteria will be assessed in addition to the individual student's actual financial needs. No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have.

All funding will be dependent upon regular attendance, making reasonable progress and students must comply with the School's standards of behaviour, as outlined in the School Rules and the Sixth Form Handbook. Students must have signed the contract to agree to our code of conduct.

a. Age

To be eligible for either bursary in the 2025 to 2026 academic year, students must be at least 16 years old but under 19 years old on 31 August 2025.

- Students aged 19 or over are eligible only for a discretionary bursary if they:

Are continuing on a study programme or course that they began when they were aged 16 to 18-years-old, or

- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

b. Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#)

c. Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined in sections 4.a and 4.b above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

d. Discretionary bursaries (including travel)

In addition to the criteria outlined in sections 4.a and 4.b above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

Priority will be given to student's whose annual household income is below £31,000.

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Level of household income
- Distance to travel between the student's home and the institution, or a location for a placement
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

5. Which form to complete?

a. Travel Bursary

Please complete the travel bursary form if you travel to school on a non-county bus. You can apply in advance of starting at the sixth form, to receive an award 'in principle', which will be confirmed upon enrolment into the sixth form. The school will then pay the travel cost directly to the bus company.

b. General Bursary

Please complete the general bursary form in all other circumstances (for the vulnerable and discretionary bursary).

Please note that funding is limited and priority will be given to:

1. Vulnerable Students
2. Helping with transport costs of attending school
3. Helping those students from families with low incomes
4. Students eligible for Free School Meals (either currently or in the previous Academic Year)

Applications for financial support, along with supporting evidence should reach the school by Friday 3rd October 2025 although it will still be possible to apply for funding after this date.

The School will allocate the majority of the Bursary Fund as quickly as possible but will retain a small amount to cover late applications, unexpected costs or changes of circumstance.

Payments will be made in kind wherever possible (eg direct payment of travel pass to bus company etc), otherwise via BACS transfer to the student's OWN bank account. Receipts will need to be submitted.

Those on low incomes will have to produce evidence of their financial situation, such as;

- entitlement to free school meals
- income support letter / Universal Credit / Personal Independence Payments letters.
- tax credit award notice
- jobseeker's allowance award letter
- P60

If you wish to apply for financial support please complete an application form and return it to Mrs Claire Mosey in the School's Finance Office, or email claire.mosey@caistorgrammar.com. All evidence provided will be treated as confidential. Please note that we are obliged to retain copies of evidence for audit purposes.