



Bursary (16-19) Policy

Date Policy Drafted: September 2026

Member of staff Reviewing Policy: Trust Business Manager

Approved by Governing Body: September 2023

Next Review Date: September 2027

Lighthouse Education Trust

16-19 Bursary policy

September 2026

The 16-19 Bursary is paid by the Education Skills Funding Agency (ESFA) to schools and colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial constraints.

The funds are intended to assist with expenditure that is related directly to school life including; transport, study resources, meals while at school, course related trips, and university or college open days.

<https://www.gov.uk/1619-bursary-fund>

There are two types of Bursary; Discretionary and Vulnerable.

Each school has been allocated a fixed sum of money for the 16-19 Discretionary Bursary Fund.

Students who are eligible must apply by the annually set deadline date and must also supply the required evidence to support the application. Students who are eligible and who meet the criteria of the funding will expect to receive termly payments over the course of the academic year, subject to satisfactory attendance and conduct.

You must read this document carefully to ensure that you fully understand the requirements of the grant and that you do not miss important application deadlines which are non-negotiable. To further assist you a frequently asked questions (FAQ) document is attached at the back of this application pack and should answer any queries or concerns that you may have.

Eligibility and Awards Criteria

The bursary fund offers two types of support, group one (Vulnerable Bursary) and group two (Discretionary Bursary).

Eligibility

To be eligible for either type of Bursary, the applicant must;

- Be aged 16 but under 19 as at 31st August 2026
- Complete an application form, with supporting evidence of status and income before Friday 30th October 2026.

You can apply for a Discretionary Bursary if you are over 19 and either;

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') or,
- have an Education, Health and Care Plan (EHCP).

Eligibility for Group One

A vulnerable Bursary of up to £1,200 per annum is available to students who meet the following criteria;

1. Are a Child Looked After (CLA)
2. Are care leavers

3. Are in receipt of Income Support or Universal Credit in place of Income Support, **in their own right**; in receipt of 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 Group Two

Learners facing financial hardship with a household income of **less than £30,000** per annum are eligible to apply for a discretionary Bursary.

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

Asylum Seekers

Generally, Asylum seekers are not eligible for any Bursary payments. However, where a student is an accompanied asylum seeker, Lighthouse School may be able to provide some in kind support. Cash payments will not be made to accompanied asylum seekers under any circumstances.

Where the student is an unaccompanied asylum seeker, they are the responsibility of the local authority and are therefore classed as a Child Looked After.

Evidence of Eligibility

Group One; You will need to provide evidence to support your eligibility to that claim, related to the benefits received such as; Income Support, Universal Credit, Employment and Support Allowance and Disability Living Allowance, **in the student's own right**. Please note that being in receipt of a Bursary may affect your eligibility for other benefits such as Child Benefit, and you should check with a benefits adviser if you are in any doubt as to this.

Group Two; You will need to provide evidence to prove that your household income is below £30,000 per annum. If you or your siblings are in receipt of Free School Meals then you do not need to provide further financial information in the financial assessment section.

Whatever income or benefits you declare in your application must be backed up by evidence in order for an assessment to be made. Examples of acceptable types of evidence are shown in the table below. This is not an exhaustive list.

Type of Income	Evidence required
Annual Salary	P60 for last complete tax year
Universal Credit	Entitlement/ Award letter dated within the last 3 months
Disability Living Allowance	Entitlement/ Award letter dated within the last 3 months
Income Support	Entitlement/ Award letter dated within the last 3 months
Employment Support Allowance	Entitlement/ Award letter dated within the last 3 months
Council Tax Benefit	Entitlement/ Award letter dated within the last 3 months
Working tax Credit	Award notice for current year
Child Benefit	Award notice for current year
Any Other Benefit	Entitlement/ Award letter dated within the last 3 months
Any Other Income	Relevant, recent paperwork

A copy of the evidence submitted will be securely stored within school. This will be processed by the Trust Finance Office and destroyed six years after the end of the financial year in which the application has been dealt with, in accordance with statutory financial regulations. The student and/or parent/carer must inform the School immediately of any changes to status or income, otherwise money may have to be repaid to School.

Please note: passing the eligibility criteria in Group Two does not guarantee funding. The individual circumstances of all applicants, the funding available and the nature of the funding request will all be deemed relevant and are all differentiating factors which the school will take into account when allocating Bursary amounts.

Award Criteria for Group Two Bursaries

Awards will be made according to the following criteria;

1. Level of family income
2. The finances available within the fund

Distribution of Group Two Bursaries

Except in emergencies of other unforeseen circumstances, students will apply to the fund during the first term of the academic year. To receive an award, the application must be received by the School Finance Office by the date shown in the letter.

Emergency Situations

Payments could be made for emergencies such as accommodation costs until the learner's benefits are received. All emergency payments must be returned once alternative support is in place.

Group Two Bursaries will be distributed at the discretion of the school as a full payment or as a contribution to a cost.

Awards will be made to a maximum of £300 per student per term except in exceptional circumstances.

The awards decision will be made by the Bursary Board.

If there is insufficient funding to meet all the applications, or if an award is rejected for reasons other than eligibility, the awards decision will be made by members of the Bursary Board. This will also be the case if a single application exceeds £300 per term. Payments may not be approved if a student is failing to attend regularly or failing to meet the academic demands or deadlines of their course.

Reference will be made to the criteria stated above that students are expected to be performing above a satisfactory standard in the progress checks and complying with our Home/School agreement, behaviour and attendance policies to receive an award.

16-19 Bursary Board

Lighthouse Education Trust's Bursary Board will consist of the Principal, Trust Business Manager, and Head of Upper School. They will consider applications in relation to the eligibility criteria as well as attendance and academic progress.

Appeals

A three-stage appeals process exists;

1. Appeals must be made to the Trust Business Manager. This will ordinarily simply provide clarification of the award and eradicate factual errors.
2. Written appeal to the Principal.

3. Written appeal to the Governors Finance and Resources Committee. Both the applicant and the school have the right to be represented.

At no point in the process will the circumstances of other Bursary applications and their status be discussed, for reasons of confidentiality.

Appeal must be made within two weeks of notification of the award decision. If the matter is unresolved, the Appeal stage 3 meeting will be heard as soon as a meeting can reasonably be convened.

Budgeting and Administration;

Lighthouse School's 16-19 Discretionary (Group Two) Bursary fund will be allocated as follows;

- 20% will be held back as a contingency for emergency applications later in the year,
- 5% for Administration overheads,
- 75% for distribution to applicants.

In most cases, applications will be processed within two weeks of the application deadline and applicants will be informed of the decision in writing. Payments will be made in kind – by the School purchasing the requested items, or by BACS. Receipts must be produced for any purchases made. These will be retained by the school in line with our retention policy.

If a 16-19 Bursary Board meeting is convened to discuss allocation of the funds, payment will occur within two weeks of the decision.

A report on the number of awards made and the total value will be provided by the School Business Manager to the Governors Finance and Resources Committee each term.

Frequently Asked Questions (FAQs)

Q; How much money will I receive?

A; If you are eligible for Group One Vulnerable Bursary funding, you will receive a Vulnerable Bursary of up to £1,200.

If you are applying for a Group Two Discretionary Bursary, the grant you will receive will be dependent on how many students apply for the funding as the calculation used is split between the eligible applicants.

Q; Who has decided the income thresholds for eligibility for funding?

A; The Lighthouse School Bursary Board has set the threshold at a level where the students in most financial need can be reached.

Q; If I submit my application by the deadline, when can I expect to receive payment?

A; If your application is successful and you are to receive a cash payment, you will be notified in writing and will receive payment within 2 weeks. Alternatively, the school will purchase the item(s) on your behalf as soon as is reasonably practicable.

Q; Can student monies be paid into a parent's or carer's bank account?

A; Only in exceptional circumstances and at the discretion of the Principal can an arrangement be made for grants to be paid into a parent or carer bank account.

Q; If I received bursary funding in 2024/25, will I automatically qualify for funding in subsequent years?

A; No. All students applying for both Group One and Group Two Bursaries will need to re-apply for funding annually as personal circumstances and the Bursary criteria may change. Details of the application process will be issued to all Sixth Form students at the start of each academic year.

If you have any further queries or concerns, please contact the Trust on 0113 4570605.