



The
Henrietta Barnett
School
FOUNDED IN 1911

16-19 Bursary Fund Policy

Information and Guidance 2026-27

The 16-19 Bursary Fund is allocated to schools is intended for students who would be unable to stay in education without financial help with, for example, transport, meals, books and equipment.

DfE issue [guidance](#) annually on bursary eligibility, how schools should manage applications and how schools may allocate discretionary bursaries.

Eligibility

To be eligible to receive a bursary students must be under 19 years of age on 31 August in the academic year in which they start their programme of study (at HBS this is Year 12) and must satisfy the residency criteria – see section 32 of the [ESFA funding regulations](#)

There are two levels of entitlement to the 16-19 Bursary Fund.

A. Guaranteed Bursary for defined vulnerable groups

Students from this group will receive a Bursary of up to £1,200 per year from the Fund. Payments will be dependent on attendance, behaviour and progress on the course. Students must fall into one of the following groups:

- in care
- a care leaver
- claiming Income Support or Universal Credit because they are financially supporting themselves
- receiving Disability Living Allowance or Personal Independence in addition to Employment and Support Allowance or Universal Credit - all benefits must be received by the student, in their own right.

Evidence: The School requires original evidence from the Local Authority, external agencies, key worker/social worker or evidence of Income Support / Universal Credit/etc. in your own name. There is more detail on evidence required in the ESFA guidance.

B. Discretionary Bursary

Students from this group do not have the same entitlement to the 16-19 Bursary Fund as the higher priority group, however they MAY be funded for Sixth Form Related Costs at the discretion of the School, should funding permit through the Discretionary Bursary. Payments will depend on attendance, behaviour and progress on the course and students must:

- Live in a household where the total annual income is under £25,000
- Have achieved at least 95% average attendance (including punctuality) for the half-term
- Have produced work of an acceptable standard
- Have met all subject deadlines

Evidence: The School requires the original documentation showing the household income for 2025-26. This is likely to include the 3 most recent Universal Credit monthly award statements, which can then be multiplied by 4 for an estimate of income for the whole year (the take-home pay figure in addition to the amount of UC after all deductions will give a total monthly income). Alternatively Working Tax Credit, Child Tax Credit, Income Support or Employment Support Allowance documentation, payslips from any adults at the address may be provided or further documentation as required.

Using payments from the Bursary

Payments from the 16-19 Bursary Fund are expected to cover the following:

- Travel to and from School
- Approved Field Trips/ Residential Courses/ essential Education Trips. Payment will be taken directly from your Bursary Fund in a way agreed with you.
- Books and stationery.
- Necessary course-related equipment and uniform/ specialist clothing.
- UCAS fees
- Learning Resources.

Students eligible for help from the Discretionary Bursary Fund should not expect that payments will cover all course-related expenses: there is a limited amount available to the School each year and this will be distributed amongst students in need. The ESFA do not expect the Bursary Fund to be used to fund extra-curricular activities unless they are essential to the course.

Application

Students applying for the Guaranteed Bursary must contact javey@hbschool.org.uk as soon as they start Sixth Form at HBS, or as soon as they are eligible for this bursary.

Students applying for the Discretionary Bursary must complete an application form available from the Main School Office.

The deadline for submitting applications is Friday 25th September 2026 but applications should be submitted as early as possible. Completed application forms should be handed in to Mrs Avey, School Business Manager in the Main School Office.

Bursary Payments

Bursary payments are made on a half termly lump sum basis by BACS payment. Full details will be given to those students in receipt of the Bursary. Whilst the amounts for each half term may vary, the estimated payment amount for each half term will be outlined to qualifying students in the Autumn Term. A small percentage of the Fund will be held back for emergency payments to students whose circumstances change mid-year causing them financial hardship.

Right of Appeal

If your application is unsuccessful there is an appeals process. You will receive a letter with guidance on how to appeal.

Further Information

Further details for students about the Bursary Fund can be found here: [16 to 19 Bursary Fund](#)

Monitoring and Review: This policy will be reviewed annually by the School Business Manager.

Ratified by Governors' Finance, Audit & Fundraising Committee: June 2026

Next Update: June 2027



Student Application for the 16-19 Bursary Fund 2026-27

Student Name: _____ Form: _____

Date of birth: _____

Home address: _____

_____ Postcode: _____

Current Year: Year 12 or Year 13

Application for Guaranteed Bursary

Are you:	✓
In Care	
A Care Leaver	
Claiming Income Support or Universal Credit because they are financially supporting themselves	
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	

Please provide evidence of the above.

Application for Discretionary Bursary

Are you, or your parent(s)/carer(s) in receipt of:	✓
Income Support	
Income Based Job Seekers Allowance	
Child Tax Credits but not entitled to Working Tax Credits	
Income Related Employment and Support Allowance	
Guaranteed Element of State Pension Credit	
Universal Credit	
Support Under Part VI of the Immigration & Asylum Act 1999	
Working Tax Credit Run On	
Or is your household income below £25,000 per annum	
Provide payslips for the household, Child Tax Credits calculation, P60s for the household	

Please provide evidence of the above.

Student Bank Details *(the account must be in the name of the student)*

Bank Name: _____

Branch Address: _____

Account Number

Sort Code --

Student’s Declaration

I understand that: Funds are allocated on a first come first served basis, and there is no guaranteed funding for the Discretionary Bursary.

If I do not keep to my Bursary Agreement, or if I leave the school, I will not be eligible to receive further payments and any overpaid bursary may need to be repaid by me.

I confirm all the information given by me in this form is true and correct.

Student Signature: _____ Date: _____