16-19 Bursary Information

26/27 Academic Year

Aims and intent

In line with Catholic Social Teaching, Archbishop Ilsley Sixth Form is an academic, but inclusive, post sixteen provider. The governors and staff at Archbishop Ilsley want all students to succeed academically, pastorally and spiritually and will endeavour to remove any barriers that stand in the way of such aspiration. As St Paul said in his letter to the Philippians, "In humility, count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others." (Philippians, 2: 3-4). This statement sets out the arrangements and the process for how Archbishop Ilsley School will administer and allocate the 16-19 Bursary Fund in 2026-2027..

Funding source

Archbishop Ilsley School receives an annual allocation of 16-19 Bursary Funds from the Education & Skills Funding Agency (ESFA) to assist young people who face the greatest barriers to continuing in education or training post 16. The Bursary Fund is a finite amount of money and will be distributed according to need in the fairest way possible. The value of any Discretionary Awards will depend on the total demand on the Fund. A portion of the Fund will be retained for contingency i.e. claims later in the year. Archbishop Ilsley also retains the right to use up to 5% of the total discretionary fund in order to cover administration costs.

Eligibility

- Applicants must be aged over 16 and under 19 on 31st August in the academic year in which they start their course.
- They must be enrolled on full time qualifications accredited by Ofqual up to and including Level 3.
- They must be a permanent resident of the UK.
- Documentation only needs to be provided annually for any claims within the academic year. However, if your circumstances change you will be required to inform school.

Duration

Once the bursary is awarded, it will last one academic year. If a student attends Archbishop Ilsley Sixth Form, they will have to re-apply in Year 13.

It is advised that applications are made as soon as practically possible, as there is a finite amount of funding for the academic year.

Bursary categories

There are two types of bursary:

1. A bursary for vulnerable students;
2. A discretionary bursary.

Bursary for students who are vulnerable

Applicants may be able to get a bursary if at least one of the following applies:

- Applicants are in or recently left local authority care;
- Applicants receive Income Support or Universal Credit because they are financially supporting yourself;
- Applicants can receive Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit;
- Applicants receive Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

It will be necessary for applicants to provide supporting documentation to substantiate this. This should be handed directly to the Finance Office and will be treated with the strictest confidence. The bursary is up to £1,200 per year.

Discretionary bursary

Students who are experiencing financial barriers, but do not satisfy the criteria on the previous page may apply for a discretionary bursary. In the application, it is advised that applicants state the aspect they require support with. Items that can be claimed for can be seen below. Applicants should also supply costs and if possible weblinks to the items. The fund from which Discretionary Bursary Awards can be made is a finite amount and the school retains the right to hold a proportion back in order to respond to exceptional or circumstantial in year changes. Archbishop Ilsley School is free to determine the scale of discretionary awards and the frequency of payments.

Bandings for the discretionary award

In the application for the discretionary bursary, applicants should state which band they fall into

- Band 1: less than £16,190
- Band 2: £16,190 to £20,000
- Band 3: £20,001 to £24,000
- Band 4: 24,0001 to £27,000

Supporting documentation

Supporting evidence needs to include the 3 most recent monthly award statements for the household. Examples of acceptable supporting evidence for the Discretionary Bursary are:

- A full T602E Tax Credit Award Notice (TCAN) for all the adults in the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the most recent Tax year end. The income will be shown as Total for the Year.
- Payslips from the previous 3 months for all adults in the young person's household.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the most recent Tax Year end. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards etc.
- Confirmation from the Local Authority of entitlement to Free School Meals (FSM).

Fraudulent Claims

The bursary is public funds and Archbishop Ilsley will be vigilant about the possibility of fraudulent claims. Detailed financial and personal information will be requested to prove eligibility so funds can be distributed fairly. If a claim is considered fraudulent during spot checks or auditing processes, it will be requested that the money awarded is repaid in full. If a student fails to repay the award, court action may be taken.

Items that can be claimed for (School recommended)

- Clothing for Sixth Form
- Bus pass to and from school
- Travel and associated costs for university/college/apprenticeship open days or visits
- UCAS fees
- Stationery
- Subscriptions for academic resources (e.g. National Geographic, GCSE Pod, The Week)
- Extra-curricular trips
- IT equipment

Items that cannot be claimed for

- Mobile phones
- Multi-media apps (Apple TV, Netflix, Disney. Prime etc)

Stipulations

The aims or the bursary to allow all students to be ambitious and aspirational. If students do not fulfill the following stipulations, any funding will be stopped.

- Attendance – if a student's attendance drops below 90% (reviewed on an individual basis)
- Punctuality – if a student is late 5 times in a term
- Attitude – if a student receives more than 10 points on their conduct card/10 yellow cards

- Leaving Archbishop Ilsley – students may be required to repay the bursary if they withdraw from the courses they enrolled on.

Application process

All applications for Archbishop Ilsley School 16-19 Bursary Fund must be completed using the school application form in Appendix 1.

Students who are applying for the Vulnerable Bursary must be able to provide evidence that demonstrates they meet the eligibility criteria set out above to receive an award of up to £1200 per year.

If students are applying for a Discretionary Bursary they must be able to provide evidence that demonstrates their parents/carers are in receipt of a means-tested benefit and/or that they are in financial hardship. This should be evidenced by the 3 most recent monthly award statements. The Head of Sixth Form/School will then use discretion to make awards to students in ways that best fit their needs and circumstances.

Applicants will be notified within ten school days.

Payments

The Finance Team at Archbishop Ilsley will administer Vulnerable Bursary and Discretionary Bursary funding.

From September 2026, bursary payments will no longer be made directly to students. Instead, bursary funding will be used in one of the following ways:

- Reimbursement to students for approved items or expenses purchased to support their studies, subject to appropriate evidence of purchase being provided; or
- Purchase of approved items or services by the school on behalf of the student, with the cost deducted from their bursary allocation.

Examples of approved expenditure may include essential course equipment, educational visits, transport, meals, books, stationery, or other items reasonably required to support participation in education.

Approved reimbursement claims will be processed in the next available BACS payment run, which typically takes place each Friday during term time.

Records and Data Protection

Records are held in confidence. Staff involved in administering the 16-19 Bursary will comply with Archbishop Ilsley Catholic School's policy on the storage and transfer of information supplied in the course of application and payment of funds.

Stage 1 – financial assessment

You will receive one of the two emails below.

Dear <Name> and <Name>

Archbishop Ilsley Catholic School acknowledges your application for the 16-19 bursary. Thank you for taking the time to complete the application. Thank you also for submitting the documents.
These will be treated as confidential. You will now proceed to stage 2, where The Head of Sixth Form and Lead Tutor for Sixth Form will review the basis of your application and the request for the bursary. They will be in touch within five working days.

OR

Dear <Name> and <Name>

Archbishop Ilsley Catholic School acknowledges your application for the 16-19 bursary. However, your application cannot proceed until all the necessary documentation has been provided. Please

bring the documentation stipulated on page 2 of this document to the finance office by the sixth form common room.

Stage 2 – basis and validity of application You

will receive one of the two emails below. Dear

<Name> and <Name>

Archbishop Ilsley Catholic School is pleased to confirm that your application for the 16-19 bursary has passed stage 2. The Head of Sixth Form and Lead Tutor for Sixth Form have reviewed the basis of your application and what you need the bursary for. We are pleased to confirm your application has been successful. Funds will be processed and will be in your nominated bank account in due course.

OR

Dear <Name> and <Name>

We regret to inform you that your application has not proceeded beyond stage 2. Your application was reviewed by Head of Sixth Form and Lead Tutor for Sixth Form but was rejected on the following grounds:

State reason:

If you are unhappy or disagree with this decision, you have the right to appeal, by putting your concerns in writing to Mr Clinton, Headteacher. Mr Clinton, along with the Deputy Headteacher will review your application and make one of two decisions:

Uphold the decision made at stage 2.

Reconsider and accept your application based on the grounds and information you have stated.

Further reading

Applicants who are keen to find out more about the bursary are recommended to read the information on the Department for Education website:

https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2026-to-2027

Appendix 1 16-19 Bursary Application Form

Please complete all sections in full as your application can not be processed without all the information requested. If you need further information or assistance in completing the application, please contact the Head of Sixth Form.

Section 1: Students Personal Details

Full name	
Date of Birth	
Address including Postcode	
Mobile telephone number	
Email address	

Section 2: Eligibility for a 16-18 Bursary, complete either section 2a or 2b

Section 2a: You may be entitled to receive a bursary of up to £1,200.00 per year if you are in any of the categories described below. Please tick any that apply and submit the relevant evidence, which is listed, to the Head of Sixth Form
I am a young person who is looked after in local authority care and attach a confirmation letter from the local authority. I am a young caregiver and attach a cough formation letter from my local authority I, the student, receive income support to universal credit in my own right and attach my most recent letter from the Department of Work and Pensions (DWP) regarding receipt of this benefit.

I, the student, receive Employment and Support Allowance AND Disability Living Allowance or Personal Independence Payments in my own right and attach confirmation by the Department of Work and Pensions DWP) of receipt of BOTH allowances.

If you have ticked any of the categories above, you do not need to fill in section 3 of this form please continue to sections 4 (bank details) and section 5 (declaration).

Section 2b: Discretionary Bursary

Archbishop Ilsley school will assess your eligibility for the discretionary 16-19 bursary in line with our policies, available funding and your financial need. Please complete the following section as fully as you can and ask for assistance if you need it. Your need will be assessed on the information you provide; however, there is no guarantee that you will be eligible for a bursary or guarantee of the level of funding you may receive.

I am eligible for free school meals. the date of notification of eligibility was _____

I am not eligible for free school meals new paragraphs

Do you, or your parents/carers that you live with, receive any means-tested state benefits? Means-tested state benefits include, Income support, Income-based Job Seekers Allowance or Employment and Support Allowance, support under part VI of the immigration and Asylum Act 1999, The Guarantee element of State Pension credit, Child Tax Credit (not Child Benefit), Universal Credit etc. Please seek assistance if you are not sure.
YES

NO

If you have answered YES, please provide evidence of the means-tested benefits such as 3 most recent monthly income award statements for the household, written confirmation/benefit entitlement letter from the relevant agency, e.g a letter from the local authority confirming your eligibility for free school meals or a letter from the Department for Work and Pensions confirming your eligibility for Income Support. Please provide original documents which will be returned to you. Receipt of Means-Tested Benefit alone does not guarantee a discretionary bursary for your studies.

If you answered no, please provide further information explaining why you need financial support in the box below.

Section 3: Supplementary details
Transport Costs (please provide details of on-going costs of travel passes etc)
Equipment & Study Support (please provide details of the level of support required and whether this request is a one time request or that it will continue over the academic year).
Other Costs (please provide all information including supporting documentation of all other relevant costs).

Section 4: Bank Account Details
(payments must be made into the students bank account).

Name of Account Holder	
Name of Bank and Branch	

Sort Code	
Account Number	
I Confirm that these details are true and accurate. Signed by the student	
Date	

Section 5: Declaration

I confirm that I have read the 16-19 bursary fund statement and I will meet the attitude to learning standards set out in the statement by the school. I confirm that the information given on this form is complete and accurate at the time of application and that I will inform Archbishop Ilsley School immediately of any change in circumstances.

I understand that any attempt to dishonesty and obtain a bursary shall be treated as fraud and will be subject to disciplinary procedures.

The person applying for the bursary is expected to sign the Declaration in all cases

To be signed by the student

Signature of student	
Name of student	
Date	

I satisfy the residency criteria set out in the Education & Skills Funding Agency funding guidance for young people 2021 to 2022. Evidence to be attached-birth certificate OR valid passport/Right to Remain if applicable

If you have included evidence that your parent/carer is in receipt of a means-tested benefit they must also sign this declaration.

To be signed by the parent/carer

Signature of parent/carer	
Name of parent/carer	
Date	

Before sending in your application form please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed original documentation of the relevant evidence to support your claim. If you have not, your application will return to you and there may be a delay in any potential bursary payment made. This form should only be used by students who are eligible for the 1619 bursary.
Funds will be allocated according to the total budget available (there is a finite amount available) and it is possible that claims will only be partially reimbursed or not at all.

For office use only		
Date application received		
Date application reviewed		
Approved by		
Bursary Granted	Vulnerable	Discretionary
Amount Granted		