

Wales High School

16 TO 19
BURSARY FUND

2025/26

Information &
Application Form

Wales High School

16 to 19 Bursary Fund Guidelines 2025/2026

What Is The 16 to 19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The fund is made available from the government.

Who Is Eligible For 16 to 19 Bursary Funding?

Students following Academy funded full time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/25 who are in care, are leaving care, are in direct receipt of Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent or are 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.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, are a care leaver, on probation, are young parents or are otherwise considered at risk
- Asylum seekers
- Refugees (who will have access to 16 to 19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Lone parents
- Students over 19 years of age on 31/08/25 who are continuing on a study programme they began 16 to 18 or have an Education, Health and Care Plan (EHCP)

Who Is Not Eligible For 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age
- Students who do not meet the residency qualifications

How Does Wales High School Assess Applications & Allocate 16 to 19 Bursary Funding?

The 16 to 19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. For those students eligible for the high priority group, the school will apply to the DfE to receive their entitlement. Medium and low priority groups are allocated from the 16 to 19 bursary funding received by the school. Assessment is made of students individual financial requirements and awards are made based on need for sixth form clothing, travel, school meals, UCAS applications and mandatory school visits. Any other request for funds is assessed individually. Payments are made "in kind" and/or paid in monthly instalments across the academic year.

HIGH priority group. £1,200 bursary paid in kind and/or in monetary payments paid monthly throughout the year

Students aged under 19 and who fall into one of the following categories:

- currently in care (as defined by social services)
- leaving or have recently left care
- in receipt of Income Support or Universal Credit IN THEIR OWN RIGHT
- receiving Disability Living Allowance or Personal Independent Payments as well as Employment and Support Allowance or Universal Credit IN THEIR OWN RIGHT

MEDIUM priority group. Discretionary payment in kind and/or in monetary payments paid monthly throughout the year

Students who fall into either of the following categories:

- Are currently on the free school meal register or have members of the same household in receipt of free school meals
- Have a gross annual household income of below £28,000 including all Tax Credits/Universal Credit and/or are in receipt of means tested benefits (income support, housing benefit etc.)

LOW priority group. Discretionary payment in kind and/or in monetary payments paid monthly throughout the year

- Have a gross annual household income less than £32,000 including all Tax Credits/Universal Credit

Support for the Low priority group will be dependent upon availability of funds and can only be assessed after the needs of the Medium priority group have been met.

What Support is Available?

Travel – If students use public transport then a travel bursary can be awarded. Applicants will need to provide proof of cost of travel, eg bus/train ticket for a single journey from home to school.

Provision of ICT equipment - a laptop or other equipment required if new to Year 12 providing there are enough funds available

Free Meals – These are available automatically to all students on the free school meal register, however other bursary applicants can apply for an allowance for the school meals service. Funds will be credited to the students catering account rather than given as cash.

UCAS – Bursary student UCAS applications will be paid for by the school along with cost of travel to universities. If already known, applicants should state whether they plan to submit an UCAS application.

School Visits – Some residential school visits for academic courses may be subsidised by the Bursary fund. Separate notification will be given to students where relevant.

Top Up Amounts will be paid to bursary students in addition to the specific items detailed above and should be used to purchase business wear and equipment for study. These will be dependent on funding levels and set at a guaranteed monthly amount (dependent on students meeting qualification conditions each month) once all applications have been received, checked and awarded. The school will retain an element of funding for emergency use.

When and How To Apply

Pick up an application form from the 6th form team who can also provide you with any advice or assistance you may need. The application forms will be available on GCSE results day and from Mrs Firth thereafter. The application form will tell you what evidence you will be required to submit.

Complete the form and return as soon as possible along with the required evidence. We will write to you as soon as possible to let you know if your application has been successful.

The closing date for applications is Friday 26 September 2025.

However, if circumstances change during the year and a student becomes eligible for the bursary, an application can be made at such point and the student's needs will be accommodated by the fund wherever possible.

Important Conditions

Please note

1. To qualify, all applicant's attendance (including subject attendance) must not fall below 96.5% for the previous month for priority groups Medium or Low.
2. Students must adhere to the Sixth Form charter. If this falls below the requirement, the bursary will not be paid until all requirements of the charter are met.
3. Coursework / homework / classwork must be completed – if work is not completed by given deadlines, the bursary will not be paid until the work is completed to a satisfactory standard.
4. Correct uniform should be worn at all times – if the correct uniform is not worn, the bursary will not be paid until this is rectified by the student.
5. Wales High School can request a full refund of any payments made should a student leave prior to the end of their course.
6. Funds are limited and will be allocated based on the criteria within this document.
7. Applications must provide official proof of household income. Acceptable documents are P60, child tax credit, Universal Credit and/or other notifications from HMRC relating to household income. Where students or siblings living in the same household are already registered as eligible for free school meals, this must be stated on the application form.
8. Parents have the right to appeal should attendance fall below the 96.5% attendance criteria due to special circumstances.
9. Written notification will be given within 2 weeks of the closing date to all applicants and where the bursary has been awarded, monthly payments will be made on the last Friday of the month, directly by BACs into the student's own bank account.
10. The monthly payment will consist of a top up amount and travel payments where requested.
11. Meal allowance will be allocated to the student catering account.
12. Where contributions to school visits are awarded, these will be paid directly from the bursary fund into the school visit, not to the student.
13. UCAS applications will be paid directly by the school.
14. Travel to university open days will be paid as standard travel costs on receipt of relevant documentation, ie train/bus ticket or where travel is by car, calculated from home to university using AA Routeplanner (or similar) and paid at £0.40 per mile up to a maximum of £30.00 per journey.

This document is also available on the school website, www.waleshigh.com

Wales High School

16 to19 Bursary Fund 2025/26 - Application Form

Applications can only be made once a place in our sixth form has been confirmed in writing to you and you have commenced your studies as a Post 16 student at Wales High School.

Prior to completing this application, read the guidance notes included in this document and read the declaration carefully before you sign and submit the application form. Proof of entitlement WILL be required to allow the processing of this form.

1. Which bursary do you think you are eligible to receive? (tick one)

☐

HIGH – Complete sections 2, 3, 4 and 7

☐

MEDIUM – Complete all sections

☐

LOW – Complete all sections

2. Your Details

Surname	
First Name(s)	
Date of Birth	
Address	
Post Code	
Email	
Contact Number	
Which school did you attend in Y11?	

3. Bank/Building Society Details (must be your own bank account)

Name of A/C Holder	
Name of Bank	
Sort Code	
Account Number	
Roll Number (if applicable)	

4. Support Required

Travel (state your daily transport cost & mode of travel, provide receipts)	
Year 12 Only Provision of ICT equipment providing sufficient funding is available	YES / NO
Free School Meals	Are you currently eligible for free school meals? YES / NO / UNSURE Would you like to receive a catering allowance for school meals? YES / NO
UCAS	Are you intending to submit an application to University this academic year? YES / NO / UNSURE

5. Please state which subjects you are studying

1	
2	
3	
4	

6. Financial Information (to be completed by Medium and Low Bursary applicants only)

Adult Household Member(s)

Information Required	Adult Household Member 1	Adult Household Member 2
Surname		
Forename		
Relationship to applicant		
Contact Number (s)		

Are there any siblings / other young persons in your household in receipt of free school meals?

☐

Yes – please go to Section 7

☐

No – please complete the financial assessment section for each household member

Financial Assessment – Income

Person 1	Are you employed / self employed?	
☐	Yes	Please submit P60 or self-employed SA302 or certified accounts for last accounting period plus child tax credit/universal credit award notice dated 2025/26
☐	No	
Person 2	Are you employed / self employed ?	
☐	Yes	Please submit P60 or self-employed SA302 or certified accounts for last accounting period plus child tax credit award notice dated 2025/26
☐	No	

The following documentation **MUST** be provided with this application

	Tick if Included
Copy of entitlement / award letter to means tested state benefit (ie housing benefit, income support, incapacity benefit) dated within 3 months	
Child tax credit/universal credit award notice for the period 2025/26	

7. Declaration – **ALL** applicants please read carefully before signing

I declare that the statements made on this application form are true and to the best of my knowledge and belief are correct in every respect.

I will supply any additional information that be required to verify the information given. I understand that if I refuse or are unable to provide information relevant to my claim, the application will not be accepted.

I will inform Wales High School of any change to any of the declarations within this application in writing.

I agree to repay Wales High School in full and immediately any monies awarded to me if the information I have given is shown to be false or deliberately misleading.

I am aware that the funding is provided for this academic year only and I must re-apply next year.

I understand that there is no guarantee that I will receive funding for future years even if I qualify for the current year.

	Applicant / Student	Adult Household Member 1 or 2
Sign		
Print Name		
Date		

Please send completed application including all supporting documents to:

Mrs L Firth via email, lfi@waleshigh.com or via post to 6th Form Team, Wales High School, Storth Lane, Kiveton Park Sheffield, S26 5QQ.

If you need help to complete this form or have any questions, contact Mrs Firth on the school number, 01909 771291.

Reminder

The closing date is Friday 26 September 2025 - forms received after this date will not be accepted unless there are exceptional circumstances.