



Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Head Teacher: **Clare Steel**



Alderman Knight

16 – 19 Bursary Fund Policy

Date Reviewed	September 2025
Reviewed By	Hannah Shaw, Assistant Head – Admissions and Consultations Tricia Samuel, Finance Officer
Next Review Due	September 2026

Specialist School in
Communication & Interaction



Information contained is based upon the 16 to 19 Bursary Fund Guide: 2025 to 2026 Academic Year

16 to 19 Bursary Fund summary

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

Eligibility

To be eligible for the bursary students must:

- be aged 16 or over but under 19 at 31 August 2025 or
- be aged 19 or over at 31 August 2025 **and** have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2025 **and** continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- meet the residency criteria in ESFA 202 to 2026 academic year funding regulations for post-16 provision

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- they are in or recently left local authority care
- they get Income Support or Universal Credit because they are financially supporting themselves
- they get Disability Living Allowance (DLA) in their name **and** either Employment and Support Allowance (ESA) or Universal Credit
- they get Personal Independence Payment (PIP) in their name **and** either ESA or Universal Credit

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

Maintained special schools such as Alderman Knight receive discretionary bursary funding allocations from the Local Authority that they manage directly, deciding which students are eligible for help and how much they receive, in line with this guide and their own policies.

Students aged 19 or over are only eligible to receive a discretionary bursary if they:

- are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or
- have an Education, Health and Care Plan (EHCP)

These 2 groups of students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation. Students aged 19 or over are not eligible for the vulnerable student bursary.

Vulnerable bursaries

Students who are in one or more of the groups below can apply for a vulnerable bursary of up to £1,200 (if they are participating on a study programme that lasts for 30 weeks or more - institutions should pay a pro-rata amount for students on study programmes of less than 30 weeks). This reflects that students in these groups may need a greater level of support to enable them to continue to participate.

Specialist School in

Communication & Interaction



Tel: 01684 295639

Email: admin@aldermanknight.gloucs.sch.uk

Web: www.aldermanknight.gloucs.sch.uk

The defined vulnerable groups are students who:

- are in or recently left local authority care
- get Income Support or Universal Credit (not their parents) because they are financially supporting themselves
- get Disability Living Allowance (DLA) in their name (not their parents) **and** either Employment and Support Allowance (ESA) or Universal Credit
- get Personal Independence Payment (PIP) in their name (not their parents) **and** either ESA or Universal Credit

Students do not need to live independently of their parents to be eligible for a vulnerable student payment - they can claim ESA or UC in their own right while living in the parental home.

Eligibility for vulnerable bursary

Alderman Knight will request proof that students are eligible for a vulnerable bursary, and retain copies for audit purposes, prior to the application being submitted. For example:

- for students in receipt of qualifying benefits, a letter from DWP that states the benefit the student is entitled to (they must be entitled to the benefits in their own right).
- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.

Discretionary bursaries

The school may make discretionary bursary awards to those eligible students to help with costs linked to education is awarded in accordance with specific needs of the individual student. These costs include travel cost to and from school, school meals, school uniform, education books, equipment and curriculum related trips and visits. The amounts payable for those eligible will depend solely on numbers who apply and the grant awarded to the school. There will not be a blanket or flat rate payment to all students.

The discretionary bursary is available to students as follows:

- A. Students who are in receipt of free school meals or whose household income is between £16,190 and £22,000 – up to a maximum of £650
- B. Students whose household income is between £22,001 and £28,000 – up to a maximum of £450

Applications

Applications for both the vulnerable and discretionary bursary should be made using the Bursary Fund Application form that can be found on the school website, alternatively printed copies are available from Post-16.

Alderman Knight will make an application to the Student Bursary Support Service once eligibility has been assessed. Students will need to reapply each year that they remain in education as long as they continue to meet the scheme eligibility.

Students will be advised by letter whether their application has been successful.

Please note, the complete guidance can be found through the following link:

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students#to-19-bursary-fund-1>

Specialist School in

Communication & Interaction



Tel: 01684 295639

Email: admin@aldermanknight.gloucs.sch.uk

Web: www.aldermanknight.gloucs.sch.uk