

SHOEBURYNESSE HIGH SCHOOL

Sixth Form

16-19 Student Bursary Policy

From September 2026



Background Information

The 16-19 Student Bursary Fund is a Government funded scheme, allowing schools to support students in financially challenging circumstances in their post-16 learning.

Students must meet certain school and Government criteria in order to qualify. There are two categories of students who may be eligible for bursary support, as determined by central Government: "Vulnerable students" and "Disadvantaged students".

The 16-19 Bursary is Government-funded and the total fund is limited. Bursaries may not be available once all funds have been allocated.

Vulnerable Bursary

Eligibility criteria: the Government definition for eligible "vulnerable students" is:

- Young people in care or care leavers
- Young people **independently** in receipt of income support;
- Disabled young people in receipt of income support **and** Disability Living Allowance.

The Vulnerable Bursary is available to:

- Cover the costs of travel to and from school by public transport.
- Cover the cost of equipment and materials needed to access the Sixth Form Programme of Study

Bursary support may also be available to cover the cost of educational visits (e.g. field trips) but not for non-educational trips.

Discretionary ("Disadvantaged") Bursary

Eligibility criteria: *students who are eligible for Free School Meals*. Students will be deemed to be eligible for support through the bursary scheme if they are eligible for Free School Meals

The discretionary bursary is available to:

- Cover the costs of travel to and from school by public transport.
- Cover the cost of equipment and materials needed to access the Sixth Form Programme of Study
- Free school meals (up to £3.50 per school day)

Bursary support may also be available to cover the cost of educational visits which are part of a course of study (e.g. field trips) but not for non-educational trips.

Applying for the Bursary Travel Support

Students who are eligible for either the Vulnerable Bursary or the Disadvantaged Bursary may be eligible for support with their travel costs. Eligible students should complete a Travel Bursary form as soon as possible in September.

Students who are eligible will be issued each term with a voucher for Arriva Buses. The voucher can be exchanged for a termly student bus pass in the Arriva Mobile App.

It should be remembered that bursary funds are limited; bus passes will be issued on a “first come, first served” basis. No further passes can be issued once all funds are allocated.

Travel Bursary application forms can be obtained from the school website, the Head of Sixth Form or Sixth Form Year Manager. Completed applications should be given to the Head of Sixth Form and are treated in strict confidence.

Applying for the Equipment Bursary

Applications for the purchase of equipment to access Sixth Form study can be made at any time during the school year, but are subject to the availability of funds. Once the bursary fund has been exhausted, no more payments can be made.

Payments may also be available to cover part of the cost of educational visits, subject to availability of funds. Payments will be made directly into the school trip fund.

Free School Meals

All Bursary/FSM eligible students will automatically receive a meal allowance of £3.50 per day on to their school account, to be spent in the Sixth Form Canteen. Students do not need to apply for the meal allowance. Meal allowances cannot be rolled over, so must be spent each day.

Bursary Review

Each term, the Head of Sixth Form, Sixth Form Year Manager and Sixth Form Study Support Manager will review all bursary students before bursaries are agreed.

Receiving bursary support each term is subject to students having:

- A minimum attendance in the previous half-term of 95%
- No unauthorised absences (including Private Study periods)
- A maximum of 5 late marks in the previous half-term

If any of these criteria are not met, a student may be sanctions related to their Bursary, in line with Government regulations.

Late applications for Bursary

We understand that individual and family circumstances may change through the course of the academic year. Students may apply for support from the bursary fund at any time; eligibility will be determined by eligibility for Free School Meals.

Support from the bursary can be granted at any time, subject to the availability of funds. Once all funds have been allocated, no further bursary support can be offered.