

Archbishop Tenison's 16 to 19 Bursary Fund 2026/27

Guidance Notes

What is the 16-19 Bursary Fund?

16 to 19 bursary schemes were introduced to provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

Who is eligible for the 16-19 Bursary Fund?

The school offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

1. The vulnerable bursary

Students in one or more of the groups below are deemed to need more support and can apply for a vulnerable student bursary of up to £1,200. The eligible groups are students who are:

1. attend Archbishop Tenison's C of E High School
2. be starting Year 12 or 13 in September 2026
3. be aged between 16 and 18 on 31 August 2026
4. In care or care leavers.
5. Receiving Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
6. Receiving Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right

2. The discretionary bursary

To be eligible for the discretionary bursary you must meet **four** of the following conditions:

1. attend Archbishop Tenison's C of E High School
2. be starting Year 12 or 13 in September 2026
3. be aged between 16 and 18 on 31 August 2026
4. Students who qualify for free school meals
5. Students with an annual household income of less than £25,000 per year
6. Students whose families receive income-related benefits
7. An accompanied asylum seeker
8. Students who are young carers
9. Students whose parents have experienced a redundancy in the last twelve months
10. Cases of hardship or difficulty (at the discretion of the Archbishop Tenison's School Bursary Panel)

How much money will I get?

If you are eligible for the vulnerable bursary of up to £1,200 it will be released to you for specific educational reasons only. Please be advised that if eligible for financial support under the vulnerable bursary scheme, you will not automatically be awarded this amount. If there is limited financial need for assistance from the bursary you will be allocated reduced support, or in some instances where there is no financial need, no bursary will be awarded. Students will only receive the amount they actually need to participate in their studies and will not automatically be awarded £1,200 if they do not need the full amount.

If you are eligible for the discretionary bursary you will not be allocated a specific amount, but your needs will be discussed with a relevant member of the Sixth Form team. This money will be used to support

your educational studies. Students should not presume that funds will be released and must always ensure the 'costs' will be agreed before any payment is made.

Receipts must be provided for purchases before payment can be made.

What can I use the bursary for?

The bursary is to help with costs related to your studies, for example tutor support, transport, books and equipment, and other costs associated with your course.

Are there any conditions attached to the fund?

You will be expected to:

- have high attendance (95% and above). You will not be eligible for the bursary if your attendance falls below the minimum requirements. Payments will not be backdated
- be punctual to the school every day
- attend all sessions
- meet academic targets and
- adhere to the expectations placed on all Archbishop Tenison's Sixth Form students.

How do I apply?

1. Complete the attached application form.
2. Attach evidence of your financial or living situation to support your application. These must be the original documents, not photocopies.
3. Give the application to the Sixth Form Office. The original documents will be copied and returned to you.

When do I need to apply by and how will I hear the outcome?

The deadline for applying is 27 November 2025. We will consider late applications but will consider these after we have processed all the applications received on time.

We will write to everyone who applies to tell you the outcome of your application.

We will also contact you if we need more information from you to process your application.

What should I do if I'm not happy with your decision?

Appeals against the decision must be made in writing to the Headteacher within 5 working days of receipt of the bursary notification.

When will I be able to start using funds?

When your application is approved, you can arrange to discuss the use with the designated person.

How will you pay me?

Where possible we will always aim to make the purchase for you. When this is not possible, bursary payments can be made into your own bank account by a process called BACS transfer. It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer.

It is important that you make sure that your bank or building society can accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

Bursary money will be issued as discussed with the Sixth Form team. **You will need to complete the Student Purchase Order Form and get it authorised prior to making a purchase.** You will also need to provide receipts as proof of purchase. **Failure to adhere to the correct procedure could lead to purchases not being refunded.** The form will be available from the Sixth Form office.

How long will I receive payments for?

As long as you are adhering to all the conditions as stated in this document you will continue to be able to use your bursary allocation as agreed for the school year 2026/2027.

New applications must be submitted for consideration every year. The terms of the scheme may change for school year 2027/2028. There is no guarantee that you will receive funding next year, even if you are eligible this year.

Who do I contact if I have any questions?

Speak to the Sixth Form Administrator.

Where can I get more information on the 16-19 Bursary Fund?

General information on bursary funds are available on the Direct.Gov website –
www.direct.gov.uk/en/EducationAndLearning/14to19/MoneyToLearn/16to19bursary/index.htm

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing.

If you change your bank account details, you must also write to us immediately. We will need to check your signature against your original application so we can only accept changes to banking details received by post.

If you leave school before completing your course, your payments will be stopped.

The information provided on the Bursary Application Form will be treated with confidentiality at all times and is covered by the data protection legislation. Please refer to our Privacy Notice on the school website. We will only retain your data for as long as necessary, after which time it will be securely destroyed.