



16-19 Funding Policy

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Policy Owner	Business Manager
Ratified by Governors	
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Signed by Principal	
Signed by Chair of Governor	

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness in line with DfE guidance September 2025.

This policy will be promoted and implemented throughout the Academy.

Contents

1. What is the 16-19 Support Fund	3
2. Who is Eligible to Apply for 16-19 Support Funding in the 2025 to 2026 Academic Year?..	3
2.2. Who is not eligible for 16-19 bursary funding in the 2025 to 2026 academic year?	3
2.3. Residency Qualifications	4
3. Proof Of Income	4
4. How will the Academy Assess Applications and allocate 16-19 Support Funding?	4
4.2. Allocation of the Grant	5
4.3. The Support Fund Committee	5
5. Financial Support For Sixth Form Students In 2025/6	5
5.2. High Priority Group	6
5.3. Medium Priority Group	6
5.4. Low Priority Group	7
6. Discretionary Bursary	7

1. What is the 16-19 Support Fund

- 1.1.1 The fund is made available from the Government through its funding body, Education & Skills Funding Agency (ESFA) for 16-19 year olds to aid students whose access to, or completion of education is inhibited by financial constraints or barriers.

2. Who is Eligible to Apply for 16-19 Support Funding in the 2025 to 2026 Academic Year?

- 2.1.1 Students following Government (EFA or SFA) funded full-time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria (see appendix X for the 16-19 Bursary Fund Checklist from the Education and Skills Funding Agency):
- 2.1.2 Students aged at least 16 and under 19 years of age on 31/08/2025 who are in care, are leaving care, are in direct receipt of Income Support t or are disabled and in receipt of Universal Credit and Disability Living Allowance or Personal Independence Payments (PIP)
- 2.1.3 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
- 2.1.4 Have an education, health and care (EHC) plan
- 2.1.5 Students who have been in care, on probation, are young parents or are otherwise considered at risk
- 2.1.6 Unaccompanied asylum-seeking children. If the asylum claim is decided in their favour, the local authority must provide them with the same support and services as they do care leavers. As such, they continue to be eligible for a bursary as a student from a vulnerable group until they reach the upper age limit.
- 2.1.7 students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- 2.1.8 students who are lone parents

2.2 Who is not eligible for 16-19 bursary funding in the 2025 to 2026 academic year?

- 2.2.3 Students under 16 years of age or over 19 years of age on 31/08/2025
- 2.2.4 Students who do not meet the residency qualifications
- 2.2.5 Students who do not fulfil any of the criteria described above

2.3 Residency Qualifications

2.3.3 To qualify, you will need to meet all of the residence requirements. Generally, on the first day of the academic year (the 'relevant date') on which your course starts, you must:

2.3.4 be a UK national or have 'settled status' in the UK (under the terms of the Immigration Act 1971)

2.3.5 be 'ordinarily resident' in England

have been 'ordinarily resident' in the UK, the Channel Islands or the Isle of Man for the three years immediately before starting the course and not wholly or mainly for the purpose of receiving full-time education.

'Settled status' means that there are no immigration restrictions on how long you can stay in the UK.

You are 'ordinarily resident' in England if it is where you normally live, even if you live abroad on a temporary basis. If you move from England with your family overseas due to an armed forces posting, you are also considered 'ordinarily resident' in England.

3 Proof Of Income

Proof of evidence will be required to support this application and could include:

3.1.3 certified letter from the LA regarding Free School Meals

3.1.4 certified letter from the DWP

3.1.5 P60 (additional evidence will also be required)

3.1.6 Self Employment Income evidence

3.1.7 other means tested certification.

NOTE: If providing a Universal Credit statement in support of your application please provide the 3 most recent monthly award statements for us to assess your application accurately.

4. How will the Academy Assess Applications and allocate 16-19 Support Funding?

4.1.1 The 16-19 Support Fund is a limited fund and the Academy will prioritise allocation. Chiltern Hills Academy has been allocated its funding based upon previous years' figures and so the amount allocated does not accurately reflect the need of the current Sixth Form, it is for this reason that bursary amounts are always stated as 'up to'. A high demand will result in the bursaries being reduced.

- 4.1.1. There will be three priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the Sixth Form Office as soon as possible after admission to the Sixth Form, in September. Students who are deemed eligible should be aware that to continue to receive funding:
- 4.1.2. there must be no unauthorised absences during the school day (family holiday taken during term time counts as unauthorised absence, unless agreed with the Academy)
- 4.1.3. they must maintain acceptable levels of behaviour and effort.

4.2. Allocation of the Grant

- 4.2.1. Each year a small emergency fund will be retained to enable discretionary allocations to be made. These will only be made in exceptional circumstances which impact on their ability to participate in their studies (see Equality Act 2010). Surplus monies will be used to provide resources, transport, books and equipment to benefit those students entitled to the Support Fund.

4.3. The Support Fund Committee

- 4.3.1. The Support Fund Committee will normally meet three times per year (October, January and May) to consider applications and allocate funding. Emergency meetings may need to be called. The Committee is comprised of the Head of Sixth Form, and the Vice Principal line manager for Sixth Form.
- 4.3.2. The Head of Sixth Form will not make decisions about applications but may be approached to provide additional information about a student's circumstances, well-being, behaviour, progress and attendance in relation to an application.
- 4.3.3. Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the Academy's complaints procedure.

5. Financial Support For Sixth Form Students In 2025/26

- 5.1.1. The following information applies to students aged 16 to 18 on 31 August 2025 taking a full-time further education course in 2025/26
- 5.1.2. We will be operating three levels of bursary funding: High, Medium and Low priority groups.

5.2. High Priority Group

Some students may be entitled to a grant or bursary of up to £1,200 next year. You could get this if you are in one of the following categories:

- 5.2.1. in care
- 5.2.2. care leavers
- 5.2.3. receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- 5.2.4. receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- 5.2.5. Payments will be made upon submission of valid and approved receipt.
- 5.2.6. If you think you are eligible for the high priority group bursary, please complete the main application form and Appendix 1.

*Financially supporting someone dependent on them and living with them such as a child

5.3. Medium Priority Group

You could receive this level of funding if:

- 5.3.1. You have a gross annual household income of below £20,000
OR
- 5.3.2. You are in receipt of Free School Meals
OR
- 5.3.3. Your household is in receipt of other income based means tested benefits.
- 5.3.4. If you think you are eligible for up to £600 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):
- 5.3.5. The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- 5.3.6. Financial support towards childcare costs and examination resit fees if aged 19 or under on 31/08/2025
- 5.3.7. Payments will be made upon submission of valid and approved receipt.

5.4. Low Priority Group

You could receive this level of funding if:

5.4.1. You have a gross annual household income of between £20,000 and £25,000

OR

5.4.2. You have an identifiable financial need and do not fall into high and medium priority groups.

5.4.3. If you think you are eligible for up to £200 per annum support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

5.4.4. The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources

5.4.5. Those in the low priority group will be considered for funding based on the Academy's allocation and subject to available funding after those in the high and medium priority groups have been awarded. Payments may not be made until after 31 December 2025.

Payments will be made upon submission of valid and approved receipt

6. Discretionary Bursary

6.1.1. Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

6.1.2. Ask student services about their criteria and any evidence you'll need.

6.1.3. You can apply to a discretionary bursary if you're over 19 and either:

6.1.4. continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')

6.1.5. have an [Education, Health and Care Plan \(EHCP\)](#)