

KING EDWARD VII SCHOOL POLICY



Bursary Fund 16-19

Date: September 2026

Approved: GB

Leadership Team Responsibility: SD

16-19 SCHOOL BURSARY SCHEME

The student bursary fund aims to help and support students enrolled in the School Sixth Form who face barriers to learning, and to ensure that students can fully participate in and benefit from the 16-19 curriculum.

This policy has been written with reference to the 16-19 Bursary Fund Guide 2026-27.

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2026-to-2027>

WHAT IS THE 16-19 BURSARY?

The Government's Education & Skills Funding Agency (ESFA) provides a limited amount of money to Schools and Academies to pass on to students aged 16 to 19 in full-time education so that financial barriers to education can be reduced or removed. Bursary awards will typically be allocated to fund education related costs such as books, educational equipment, personal protective equipment (PPE) but will also be allocated to assist with transport costs, catering, field trips, university open days, UCAS fees etc. The maximum level of support is up to £1,200 per year although some applicants are not eligible and others only for a more limited award. The sum of money allocated to King Edward VII School is a finite amount and allocations to students cannot exceed the total available. It may not be possible to support every application and priority will be given to those students from families with the lowest household income and / or highest demonstrated need. The amounts paid will be subject to the number of students in the category and the availability of funds.

ELIGIBILITY FOR THE 16-19 BURSARY

Vulnerable Bursary – High Priority Group.

To qualify for this a student must meet one of the following criteria:

- In Care
- A Care leaver
- In receipt of Income Support or Universal Credit in their own right.
- A disabled young person in receipt of either Employment Support Allowance (ESA) and Disability Living Allowance (DLA).
- In receipt of Personal Independence Payment (PIP) in their name AND either Employment and Support Allowance or Universal Credit

Discretionary Bursary – Medium Priority Group.

To qualify for this a student must meet one of the following criteria:

- In receipt of Free School Meals (FSM)
- Household income below £19,995

In the event of funds remaining within the Schools Bursary Fund allocation once all medium priority awards have been allocated, awards may be made to the following applicants:

Discretionary Bursary – Low Priority Group.

To qualify for this a student must meet the following criteria:

- Household income below £25,000

A student must be aged 16 or over, but under 19, on 31 August 2026 to be eligible for help from the bursary fund in the 2026 to 2027 academic year.

Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision. This document also specifies the evidence the School must see and retain for audit.

APPLICATIONS

If students meet any of the above criteria, they should complete a bursary application. This should only be completed once students have enrolled for the Sixth Form. The initial closing date is Friday 18th September 2026. It is advisable to apply as soon as possible so that students can access the fullest support. Applications for the 16-19 bursary may be accepted throughout the year, subject to available funds. We are aware that a student's circumstances and needs may change later in the year.

Applications for the 16-19 Bursary should be made via this link

<https://kingedwardviibursary.applicaa.com/1>

The application will take about twenty minutes to complete and students will need to upload evidence of household income such as Family Tax Credit, Universal Credit, P60, 3-6 months of bank statements or wage slips, etc.

For students who have claimed 16-19 bursary in Y12 and are moving through into their second or third year of study in the sixth form they must renew their application on the Bursary+ website and complete a self-declaration form to confirm there have been no change in their household circumstances.

PAYMENTS

Payment will be made by BACs to the **students' own bank** account only. Students will need to provide these details on their application form. Payments are subject to attendance and learning agreement conditions. The total annual amount available in any given year for discretionary bursaries depends on student numbers and demand for financial support and so payments may be subject to change.

We will try and ensure that the first payments of the academic year are made in October however, this depends on the number of applications that require assessment. If students apply by the applications deadline, awards may be backdated to the 1st of September. For any applications that are received later in the year, claims will be considered from the date of application only. Once the bursary application has been approved, payments are made on a monthly basis, subject to any supporting evidence, i.e. proof of purchase, being provided by the middle of the month.

Students must notify the School of any changes in their circumstances throughout the year, they will not normally be expected to repay an award, but their entitlement to further payments may be affected. Vulnerable and Discretionary Bursary awards will be reduced by the amount of any outstanding debts.

HOW TO CLAIM

Students will need to submit evidence of their costs via their account on the Bursary+ platform.

<https://kingedwardviibursary.applicaa.com/1>

This evidence should be photo or copy of an invoice in the name of the student detailing - date, time, name and address of purchaser, itemised purchases, proof of despatch and receipt. A screen shot of a transaction on a banking app does not include enough detail. A bus ticket or shop receipt is OK for travel or food. Some costs will be obvious from their study programme (e.g. geography students will need to complete fieldwork and may go on the fieldtrip).

Please note it is not the responsibility of the School to place orders for any resources on behalf of students. Students are required to purchase these upfront and provide proof of purchase to facilitate reimbursement. If students wish to check whether items are eligible for reimbursement please contact p16bursary@kes.sheffield.sch.uk and complete Appendix 1.

Students will be able to keep track of their application, requests for financial support and payments on the Bursary+ platform.

To support students' understanding of and planning for 16-19 Bursary support they should complete an Annual Student Planning Meeting Form with Post 16 pastoral staff, see Appendix 3 .

WHAT COSTS CAN BE CLAIMED?

We make discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate. The bursary fund is not intended to provide learning support (for example, counselling or mentoring) or to support extra-curricular activities (where these are not essential to the students' study programme) or provide living costs support.

Subject to the overall allocation to a student they can claim financial assistance to meet the following costs:

Transport

Contribution towards travel expenditure may be made. The School has been able to purchase a supply of travel codes which students can activate on the Travel South Yorkshire app which will give free travel for a month period. Alternatively, once a travel cost has been established this can be carried forward assuming attendance is above 90%. To establish a weekly travel cost a student should purchase a weekly ticket, this can then be submitted as the required evidence.

Lunches

Contribution towards the cost of lunches, purchased during the School day, may be made where students are not eligible for free school meals. This will be up to a maximum of £4.50 per day - the typical cost of a meal deal in supermarkets. If students are eating at the School canteen for the majority of their lunches a credit for this amount can be set up on the till. Once a lunch cost has been established this can be carried forward assuming attendance is above 90% a week. To establish a weekly lunch cost a student should provide a week of receipts. They must not total more than £22.50. If you qualified for the 16-19 Bursary due to Free School Meals (FSM) eligibility you cannot additionally claim lunch costs from the 16 –19 Bursary as your lunch costs are covered by the FSM programme.

Textbooks (including revision guides)

Textbook loans are provided to all students. The bursary fund will cover the cost of the textbook loan from the School library. Students do not need to pay for these on ParentPay. Students should inform the librarian that they are on the 16-19 bursary and the textbooks can be issued without payment by the student. We will need proof of purchase to reimburse students for any other costs relating to study book purchases.

Educational equipment

Study equipment such as pens, pencils, ruler, calculator, school bag etc. are claimable within reasonable limits. Some basic consumables are available from the Post 16 Office. Where students need to access essential educational equipment for example, a scientific calculator in Maths, materials for design technology or art materials, students will need to have this use agreed with the relevant Curriculum Leader. Usually these items are then provided direct to the student from the department so students do not need to purchase up-front.

IT equipment

We are able to loan **one** of a standard range of IT devices to eligible bursary students. (See appendix 2). The cost of the item will be deducted from the individual's bursary allowance. We have considered portability, compatibility with education apps, processing power, storage etc. This range of devices will support any Post 16 student with their studies. To enable students to watch presentations, TED talks, YouTube study material, etc they can choose **one** pair of headphones or earbuds. After a student's last external exam, they will need to return the loaned IT device with stylus, keyboard and charger (where applicable) to School.

Personal Protective Clothing and Equipment (PPE)

In most instances, this will be provided during lessons for all students, at no cost. If it is not, we will need proof of purchase to reimburse you.

Field trips

Where there is a charge for field trips the bursary fund may make a contribution to the cost of any field trips that form part of your course of study. See also the separate Charging Policy.

Progression costs

UCAS Fees

Once eligibility for the Bursary is determined, we may reimburse your UCAS or CUCAS fee. Please note that there is no UCAS application fee charged to students who are eligible for free school meals.

Additional admission tests

With a receipt we may reimburse you for the cost of your UCAT, BMAT etc

University Open Days and visits

We may make a contribution towards any reasonable travel costs (not exceeding a standard class return train fare) incurred for up to five university open days. We will need confirmation of the travel dates, location, open day booking and travel costs to facilitate the refund.

Other costs

Where students need additional resources, please complete the supplementary information form as any additional expenditure will need approving by the School **before** purchase. See appendix 1.

DATES OF ELIGIBLE CLAIMS

We will only consider claims for support from the 16-19 Bursary fund that are made after 1st September 2026; and before the last day of term for Y12 students (16th July 2027) or the final exam for Y13 students. Late claims for expensive items by Y13 and Y14 students just before they leave the school may not be considered.

ATTENDANCE

Eligibility for all bursary payments will be withdrawn for any students whose attendance falls below 90% without the appropriate authorisation. Any absences need to be evidenced by an appointment card or letter or be confirmed by parents. We will stop payments where students have been absent for a period of 4 continuous weeks or more.

DECISION MAKING

Each application and claim will be reviewed on its own merits. Claims will only be considered for reasonable costs (see 'How to Claim' paragraph about how to check before committing to a purchase). In extenuating circumstances, we reserve the right to make awards to individual students who do not necessarily meet all of the listed criteria, as long as they meet the base criteria set by the DfE. Bursaries will be granted based on the information provided. Funds will only be granted where a genuine need for assistance has been demonstrated. Not all applications will be successful. The funding available is limited, and with the exception of the guaranteed bursaries, awards will not be guaranteed. Students who apply later in the year after the budget has been allocated may not receive the same level of support, unless they are eligible for the Vulnerable Guaranteed Bursary.

APPEALS AND COMPLAINTS PROCEDURE

An appeals process exists so that if a student or parent / carer wish to appeal against a decision regarding support, they are treated equally and given the right to appeal. If any student or their parent / carer are not satisfied with the outcome of their application they should write to the Head of Sixth Form outlining their reasons why. The matter will be considered by the Business Manager and Head of Sixth Form. We aim to respond within two weeks and decisions will be confirmed via email. If the appeal is not upheld the appealing party will be directed to the School's Complaints Procedure.

FRAUDULENT CLAIMS

Where an application has been found on investigation to have been made on false information payment may be discontinued. The individual concerned may be subject to disciplinary action and referral to external agencies. We may seek to recover any funds or goods obtained.

CONFIDENTIALITY

The School will ensure that applications are handled confidentially. For audit purposes, however, copies of all documentation for bursary funding will be kept for a period of six years. The information will be made available for audit purposes. The records will be held securely and in compliance with the Data Protection Act.

EQUALITY ACT 2010

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

USEFUL LINKS

The Education and Skills Funding Agency (EFSA) has issued national guidance and a Questions and Answers for Young People and Parents, which should be read in conjunction with this policy and can be found at:

<https://www.gov.uk/1619-bursary-fund>

Supplementary information for 16-19 discretionary bursary requests

The purpose of the 16-19 Bursary is to reduce barriers to accessing education – it has been set up to meet basic student needs. For any expenditure of public funds we have to comply with financial auditing requirements. We may be required to provide evidence and justification for purchases and costs.

If you are not sure whether an item will be covered, before committing yourself financially, please complete the form below. This will enable you to check eligibility for a potential purchase or reimbursement requests before purchase. We require you to provide this justification so that we can make a judgement about whether this is a reasonable request to process. For example, it would not be reasonable to purchase the most expensive branded noise cancelling headphones on the market at £350 when we there are ones with similar specifications for around £50 that we can provide for those students on the bursary; likewise, a branded school bag at £100 would not be reasonable as there are many options around £30.

Any questions please contact p16bursary@kes.sheffield.sch.uk

Your full name	
Year group	
Item / model	
Cost	
What is your justification for requesting this item? How does the item's functionality meet your study needs?	

FOR OFFICE USE

Date received	
Decision and further comments	
Signed	

Supporting student access to IT equipment for independent study outside of lessons. 16-19 Bursary

We are able to loan **one** of the following IT devices to eligible bursary students. We have considered portability, compatibility with education apps, processing power, storage etc. This range of devices will support any Post 16 student with their studies. To enable you to watch presentations, TED talks, YouTube study material, etc you can choose **one** pair of headphones or earbuds. We reserve the right to amend the range of equipment for loan as manufacturers adjust their specifications.

To help you consider how to use your bursary allowance over your time in sixth form be aware the amount deducted from your bursary for these IT devices will be about £700 and for the headphones about £50.

After your last external exam, you will need to return the loaned IT device with stylus, keyboard and charger (where applicable) to School.

First name	
Surname	
Year group	
Date	
What is your current access to IT kit?	

Option	Device	Summary	Indicate which device A-D, plus E if relevant
A	Apple laptop. Macbook Air M1, 13inch 8GB RAM, 256GB.	Ideal if you want to use a laptop only. High performance laptop with processing power to handle any educational apps.	
B	Apple i-pad. 10.9 inch. 64GB with keyboard case and stylus.	Touch screen tablet so could be used for creative subjects or to annotate documents and make notes with the stylus.	
C	Microsoft Surface Go. 10.5 inch. 2-in-1 tablet. 8GB RAM, 256GB with keyboard case and stylus.	A Microsoft version of the touch screen tablet solution, so could be used for creative subjects or to annotate documents and make notes with the stylus.	
D	Microsoft 12.4" Surface Laptop Go 2 - i5, 128 GB SSD.	A Microsoft version of a high performance laptop with processing power to handle any educational apps.	

E	Refurbished versions of the above may be available at half cost i.e. about £350	Please enquire at the Post 16 Office if this is of interest. Discounted devices are subject to availability.	
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Option	Headphones	Summary	Indicate which headphones E or F
F	Soundcore Anker Q20 Hybrid Active Noise Cancelling Headphones, Wireless Over Ear Bluetooth Headphones, 40H Playtime	Over ear headphones	
G	Soundcore by Anker P3i Hybrid Active Noise Cancelling, Wireless Earbud, 36H Playtime	Earbud headphones	

Any questions please contact p16bursary@kes.sheffield.sch.uk

FOR OFFICE USE ONLY

Date received	
Decision and further information	
Signed	

Annual student planning meeting - Bursary Fund 16-19

To help students access the Bursary Fund to support your educational needs and plan your expenditure you must complete this annual plan in conjunction with one of the Post 16 Team. Payments may be withheld until this is completed.

First name	
Surname	
Year Group (12/13/14)	
Date	
Staff name	
How do normally get to School? Walk, bus, tram, bike etc.	
What do you normally do for lunch? Packed lunch, school canteen, local shops etc.	

Nature of cost	Weekly amount	Total annual amount	Priority
Travel <i>e.g. 2 x bus tickets 5 days a week</i>			
Lunches <i>e.g. Max £4.50 per day/£22.50 per week</i>			
Consumable study materials (paper, pens files etc)			
Textbook loan <i>e.g. Y12s £10 per subject, 3 x £10 = £30</i>			
Other subject specific study items <i>e.g. scientific calculator £70</i>			
IT equipment <i>e.g. i-pad or laptop £700</i>			
Headphones <i>e.g. Overhead or earbuds £50</i>			
Additional admissions test <i>e.g. UCAT etc £70</i>			
UCAS application <i>£27.50</i>			
Field trip or other compulsory aspect of subject <i>e.g. Biology Trip £15 / Geography Trip £285</i>			
Open day travel <i>3 x Standard rail return ticket</i>			
Other items			
Other items			
Total			

Any questions about how to submit claims?
To be followed up by

Claims advice

Students will need an **invoice / receipt** in the name of the student detailing - date, time, name and address of purchaser, itemised purchases, proof of despatch and receipt. A screen shot of a transaction on a banking app does not include enough detail.

Any questions please contact p16bursary@kes.sheffield.sch.uk