



8<sup>th</sup> September 2025

Dear Sixth Form Parents/Carers

## 16-19 Bursary Fund Application

We hope you will consider applying to the 16-19 Bursary Fund, if your family is eligible. The government provides the 16-19 Bursary Scheme to help support Sixth Form students from vulnerable groups and lower income families with the essential costs of post 16 education. The aim of the bursary fund is to enable students to participate in post 16 education and overcome financial barriers which might limit participation. The government has given the school a limited amount of money for this purpose.

The government has defined 'vulnerable' students as: in care; care leavers; receiving Income Support, or Universal Credit 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; receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right. Students in this group are entitled to a bursary of up to £1,200 depending on each individual's essential financial needs.

Students are also eligible for a smaller discretionary bursary if their gross household income is up to either £16, 190 or £24,000 from the remaining fund to help with any costs towards their education, for example, travel to school, the buying of extra books or subject specific equipment. Until we know how many students are in these further categories and each student's financial need, we are unable to calculate how much financial support each student will receive.

A full explanation of the school's 16-19 Bursary Policy for 2025-2026 is available at:  
<https://www.waddesdonschool.com/sixth-form/16-19-bursary-fund/>

If you think your young person is eligible, please complete the attached application form carefully and return it in a sealed envelope to Mrs Long in the Sixth Form Office by Monday 15<sup>th</sup> September. It is important you attach the required evidence of eligibility/household income. Please be reassured that all applications will be treated sensitively and confidentially. If you would like a paper copy of this letter and the application form for completion, please ask the student to see Mrs Long in the Sixth Form Welcome Office.

The government has asked us to stress that we must assess each student's eligibility as noted above as well as their financial needs; if a student does not meet the eligibility criteria or there is no discernible financial need, the student cannot access the Bursary Fund.

Where possible as directed by the government, the school will make in-kind payments from the Bursary Fund, for example, providing textbooks and print credits. If a Bursary contribution is being made towards travel, please attach an initial sample of bus tickets or petrol receipts to the application form. We will then use your address and the student's attendance record to confirm continued use for this academic year.

Once we are aware of the number of students who qualify, I will write to those concerned to explain how much money will be available to each student and how the school processes the payments. If your financial situation changes in-year meaning you are no longer eligible for the bursary, you must let us know as soon as possible.

If you have any queries about the 16-19 Bursary Scheme, please do not hesitate to contact me at school. As a school, we do our best to provide as much financial support as we can within the regulations. There are local sources of financial support found here:

<https://www.waddesdonschool.com/16-19-bursary-funds/>

Yours sincerely

Ms McIver  
Head of Sixth Form