

16-19 Bursary Scheme: Guidance Notes 2025/2026

The 16-19 Bursary Fund is to help 16-19 year olds experiencing the greatest financial hardship to continue with their education.

Silverstone UTC will allocate bursary funds in accordance with the guidance issued by the Department for Education (DfE). <https://www.gov.uk/1619-bursary-fund/eligibility>

Eligibility

To be eligible to receive a 16-19 Bursary in the 2025-2026 academic year, a student must be aged under 19 on 31 August 2025 in the academic year in which they start their programme of study and must satisfy the residency criteria as set out in the DfE Funding Guidance. The scheme will be linked to maintaining acceptable levels of attendance, behaviour and effort.

If you are awarded a bursary, this will not affect any entitlement to any other DWP income related benefits. However, if a student is in receipt of Disability Living Allowance (or Personal Independent Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.

The 16-19 Student Bursary scheme is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.

Completion and submission of the School's 16-19 Bursary Application Form will be required. The information provided in your application form will enable the school to identify individual financial need and appropriately allocate the available funds. These guidance notes should help you to complete the application form accurately.

Please note that the completed application form should be passed to the Finance Office (finance@utc-silverstone.co.uk) along with the required documentary evidence.

Silverstone UTC does accept new applications throughout the year, should a financial need arise. The school will also consider further assistance for any successful applicant due to the onset of an unexpected or large expense (such as a school trip) or a change in circumstances at home leading to financial hardship.

If a student leaves Silverstone UTC, the school 16-19 bursary payments will cease.

All information provided will be kept confidential and shared only with those involved in the consideration of the bursary award.

Types of Bursary:

There are two types of bursary: the Vulnerable Bursary and the Discretionary Bursary. Please tick the box on the application form that applies best to your circumstances.

Vulnerable Bursary Fund

Students in one or more of the following categories may be eligible to receive the highest level of support.

- In care.
- Care leavers.
- Receiving Universal Credit <https://www.gov.uk/universal-credit/overview> (UC) because they are financially supporting yourselves 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) <https://www.gov.uk/disability-living-allowance-children> or Personal Independence Payments (PIP) <https://www.gov.uk/pip/overview> as Employment and Support Allowance <https://www.gov.uk/employment-support-allowance/overview> (ESA) or Universal Credit (UC) in their own right.

With your application you will be requested to provide written proof of your eligibility status.

The DfE states that Institutions may decide that although a young person may be eligible for a bursary because they are in one or more the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Institutions can refuse a student's application on this basis. Similarly, students should only receive the amount they actually need.

All other bursaries will be discretionary and will be allocated by the school dependant on the level of your household's income and matched to the financial needs identified by you on the application form. Discretionary Bursaries will be awarded as follows:

Discretionary Bursary Fund

The Discretionary Bursary will support students from households with the lowest incomes

Discretionary Individual Hardship Payments

Where it can be evidenced that a student faces identifiable financial barriers to education, but is not eligible to receive a Vulnerable Bursary or Discretionary Bursary a student may apply for an Individual Hardship Payment for specific educational purposes.

In some circumstances, we are able to consider bursary applications from students whose families receive income related benefits, or where earned family income is up to £32,000 per annum. It is anticipated, however, that funds for this purpose will be limited and will only be made available after all other bursaries have been awarded. Each application will be assessed according to individual financial need.

Attendance Policy

Student payments are intended to cover costs resulting from attendance at Silverstone UTC.

Students will need to have 95% attendance to receive their payment which may include some level of authorised absence for medical or other matters.

By attending a lesson, a student undertakes to engage in that lesson and show appropriate behaviour that allows them and others to learn. Failure to engage or behave appropriately will affect progress towards learning goals and may also affect eligibility for payment.

Work should therefore be completed and deadlines met. Behaviour must be rated as either good or satisfactory as measured by the Behaviour Policy. Students must have the appropriate educational material and equipment in school and with them at all times. Bursary payments may be withheld if these conditions are not met. Regular reviews of attendance, behaviour and effort will take place to determine whether you can continue to receive bursary support.

Eligibility and Payment Policy

Eligibility and payment amounts are dependent upon the number of applications received. Thresholds may be adjusted in the event of a high/reduced number of applicants who meet the criteria and consequently monetary payments may increase or decrease mid-term to adjust to the number accepted onto the Bursary Scheme. Our assessment will consist **only** of your household income (with consideration of whether you have exemption from Council Tax and your housing benefit status).

PAYMENT METHOD:

Where bursaries are awarded, these will be predominately paid in kind from September 2025. The UTC will purchase equipment, materials, books, bus passes up to the value you have been awarded on your behalf.

GUIDANCE TO COMPLETING THE APPLICATION FORM:

Section 1: PERSONAL DETAILS

Please enter your personal details. This section identifies whether you satisfy the age and residency criteria and whether your chosen programme of study qualifies you to receive the bursary. To be eligible to receive the bursary:

- You will need to be aged 16 or over and under 19 on 31 August 2025.
- You will need to satisfy the DfE's residency criteria.
<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>
- You will need to be participating on a course that leads to a qualification (up to Level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000. This will most likely be the case for Silverstone UTC Sixth Form students.

Section 2: LIVING ARRANGEMENTS

This section helps identify whether you are eligible for the Vulnerable or Discretionary bursary.

Section 3: HOUSEHOLD INCOME

This section identifies the students most in need of financial support from the discretionary bursary fund by assessing the total level of household income. It is important that we have full details of any benefits and income (earned and unearned) received by the household.

Section 4: VULNERABLE BURSARY

This section helps us to identify the specific costs you face in continuing your education, so that we can assess the level of support needed. The purpose of the bursary is to help you overcome these financial barriers, so it is important that you give us as much detail as possible. We will also ask for evidence of these costs, where applicable. Please tick which costs are applicable to you and the amount. If you have a cost that is not in the list, please give full details under 'other'.

Section 5: DISCRETIONARY BURSARY

Please use this section to tell us about anything else that you feel is important to do with your household's current financial situation. This will give us a better picture of the particular financial circumstances that you may be dealing with.

Section 6: WHY YOU NEED A BURSARY

Please indicate the items you require i.e. transport, Trips, Accommodation. Where possible please send links for items that you would like.

Section 7: DECLARATION

By signing this declaration, you are confirming that the information you have provided is true and accurate and that you will notify the school of any changes of circumstances during the academic year.

Bursaries are payable subject to certain criteria being met. You are agreeing to maintain agreed levels of attendance, behaviour and effort as specified in the declaration. Bursary payments may be withheld if these conditions are not met. Regular reviews of attendance, behaviour and effort will take place to determine whether you can continue to receive bursary support.

The declaration also states that the school will seek to recover any monies paid where information submitted has proved to be false or changes in circumstances have not been notified.

You and a parent will need to sign and date the form even if you are over 18 years old.

Please submit a separate form for each student application.

DATA PROTECTION and CONFIDENTIALITY

All applications will be made through the **Finance Office**. All personal information, including evidence of household incomes will be stored securely and will remain strictly confidential. Our Privacy Policy can be found on the school website.

APPEALS

Once you have submitted the application form, it will be assessed and you will be informed in writing whether you are eligible to receive a bursary and the amount. You have the right to appeal against a decision that the school has made, if you believe it to be wrong and can provide evidence to support this. Appeals should be made, in writing including letters of support from people who understand your situation, within 14 days to the school's Finance Office. Final decisions for appeals will be made by a panel consisting of the Business Manager, Assistant Principal and a Staff Governor. The outcome of the appeal will then be communicated to you in writing within 5 working days of the appeal meeting and the decision will be final.

FRAUD

The parent and student must both sign the application form to confirm that all information given is correct. The school must be notified immediately if any of these circumstances change. Failure to do so or providing false information will result in the Bursary or Hardship payment being withdrawn and any monies which were paid, but to which the student was not entitled, being recovered.

POLICY DOCUMENTS

Copies of the Guidance Notes can be found on the school website pages. The school will advise students of the outcome, in writing. For clarification of any terms/eligibility criteria used in the Bursary process, please refer to the "16 to 19 Bursary Guide" from the government website <https://www.gov.uk/1619-bursary-fund>