

July 2026

16-19 Bursary Fund 2026-27

Dear Parent/Carer,

As you may be aware, the government introduced a 16-19 Bursary Fund in September 2011, to provide financial help to sixth form students who otherwise might not be able to access or complete their sixth form studies.

It is anticipated that any finance awarded to a student would be used towards the cost of books, equipment and public transport.

There are clear set criteria regarding eligibility for payments from the fund and an application has to be made to the school for consideration (see the school website for an application form). Guidance is available at <https://www.gov.uk/1619-bursary-fund>

Students may apply for **either**:

(A) Vulnerable Student Bursary

These students could receive up to £1,200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the "Commitment Conditions" as set out in our 16-19 Bursary Fund Policy. Funding for students in this group is held centrally by the Department for Education (DfE) and will be drawn down on demand once appropriate evidence has been seen.

Vulnerable bursary students are:

- Young people in local authority care
- Young people who have recently left local authority care (care leavers)
- Young people who receive Universal Credit (UC) in their own name as they are financially supporting themselves and anyone who is dependent on them and living with them
- Young people who are disabled and receive both Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name.

(B) Discretionary Bursary

Eligible applicants are identified as falling under one of the three student tiers of need below:

- **Student Tier A:** students who have successfully claimed Free School Meals for the current academic year
- **Student Tier B:** students whose household income is less than £22,020
- **Student Tier C:** students whose household income is less than £30,000.

Each tier then has a specific weighting multiple for a share of this residual fund once specific evidence eg: original Tax Credit/Universal Award Notice annual statement from HMRC has been verified.



What happens if you think you qualify for the bursary?

If you think your child is eligible to make an application for the 16-19 Bursary Fund, then we encourage you to please complete the application form by **Friday 11 September 2026**.

Place the completed application in an envelope marked 'Private and Confidential' and for the attention of the Head of Sixth Form and hand it to the Sixth Form Achievement Leader (via your child) or Main Reception. If you have any enquiries, then please do not hesitate to contact me via the school office or eshepperd@tdms.worcs.sch.uk

You will be contacted by school in writing week commencing **Monday 21 September 2026** informing your child of the amount allocated.

Students should ensure they have a bank account in their name where reimbursements can be paid when necessary.

Please also refer to the Trust's 16–19 Bursary Policy for full details of how funding is assessed and reviewed. Commitment Conditions refer to expectations around attendance, punctuality and engagement. These are considered on a case-by-case basis in line with the Trust policy.

What happens if your application is successful?

Successful students will meet with the Sixth Form Achievement Leader before the end of September 2026.

The Trust's preferred approach is to support students through purchases made directly by the school (support in-kind).

Where students pay for items themselves, reimbursements will be made upon submission of a completed claim form and valid receipt in the student's name.

Payments in advance will only be made in exceptional circumstances where the student is unable to meet costs upfront and support in-kind is not feasible.

What can the allocated bursary amount be spent on?

- The following types of expenditure may be purchased/claimed if receipts are provided:
- Books, equipment and other items directly required for your courses
- Business Dress costs
- Public transport costs (e.g.: bus pass)
- Travel to providers for Higher Education / apprenticeship interviews and university open days
- Entrance / participation costs related to next steps destination
- UCAS fees
- Additional course costs (e.g.: field trips and residential visits)
- Other - please seek approval before making a claim.

Yours faithfully



Elaine Shepperd
Assistant Headteacher

THE DE MONTFORT SCHOOL

Four Pools Road, Evesham, Worcestershire WR11 1DQ • 01386 442060

office@tdms.worcs.sch.uk • www.tdms.worcs.sch.uk



AMBITION



COMMITMENT



CREATIVITY



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