



Wilson's School: Guidelines for 16-19 Bursary Funds 2026 - 27

INTRODUCTION

Wilson's School receives funding from the Education and Skills Funding Agency (ESFA) to support students through the 16–19 Bursary Fund. The scheme is administered by the school's Finance Office, which assesses eligibility and allocates funds in line with school criteria and national guidance.

ELIGIBILITY

Students must be aged 16 or over and under 19 on 31 August 2026.

TYPES OF BURSARIES

Vulnerable Bursaries – up to £1,500 per year may be awarded to students who fall into at least one of the following defined vulnerable groups:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because the students are financially supporting themselves
- receiving Disability Living Allowance (DLA) in student's name in addition to either Employment and Support Allowance (ESA) or UC
- receiving Personal Independence Payment (PIP) in students' name in addition to either ESA or UC

Discretionary Bursaries – up to £1,000 per year may be awarded to students facing financial barriers to participation in education, including those eligible for Free School Meals and those from low-income households, subject to household income assessment.

Band	Annual Household Income	Maximum Award
1	Up to £29,000	Up to £1,000 per year (<i>no more than £400 in any one term</i>)
2	£29,001 – £34,000	Up to £800 per year (<i>no more than £300 in any one term</i>)
3	£34,001 – £45,000	Up to £500 per year (<i>no more than £200 in any one term</i>)

- Awards are assessed fairly and consistently and depend on the available funds and appropriate evidence of spending. The amount awarded may be more or less than the maximum shown, depending on demand and individual circumstances.
- All awards are based on financial need, and evidence of household income and/or benefits will be required to support applications.
- **Exceptional Finance Hardship:**
Discretionary bursaries may also support students experiencing exceptional financial hardship, such as a sudden change in family circumstances, redundancy, or a drop in household income. Subject to the availability of funds, students may receive up to £300 per year. Applications will be considered sympathetically where financial need can be evidenced. In these cases, a short covering letter should be included explaining the circumstances, together with supporting evidence.
- All supporting documentation will be retained in line with audit requirements.

COSTS TO BE COVERED

The 16-19 Bursary Fund may be used to support essential education-related costs, including:

- Course materials, such as books, equipment* and software
- Clothing required to meet the Sixth Form Dress Code or specialist clothing
- Curriculum trips and visits
- Travel for university open days and visits (other transport costs are considered on a case-by-case basis)
- Outside agency practice interview for university
- Other costs, such as UCAS fees and instrumental music tuition

**Please note that computers, laptops and mobile phones are not normally supported.*

Students are strongly encouraged to take advantage of student discounts wherever possible, particularly when purchasing clothing. Claims for excessively expensive or designer items will not be reimbursed. This is to ensure that funds are used fairly and remain available to support as many students as possible. If you are unsure, please consult Miss Mortimer, KS5 Pupil Support Manager before making a purchase.

Receipts must be obtained for all purchases to submit a claim.

CONDITIONS OF AWARDS

All awards are subject to satisfactory attendance, progress and behaviour. Funding may be withheld if attendance falls below 90%, or if there are concerns about a student's engagement or conduct. In cases where attendance or effort is considered unacceptable, the bursary may also be repayable. The attendance threshold may be adjusted where absence is due to serious illness or disability.

APPLICATION PROCESS

Applicants should complete the 16-19 Bursary Application Form, which is available on the School website or from the Sixth Form Office. Completed application forms, together with all supporting evidence, should be submitted to Miss Mortimer by **Friday 25 September 2026**.

What happens next?

Applicants may be contacted to discuss their needs or to request additional information. A panel will meet after the deadline to assess applications. Applicants will be notified in writing of the outcome, including how the award will be paid. Unsuccessful applications will also be informed.

Applications are accepted throughout the year; however, late submission may affect the amount of funding awarded.

Claiming awards

Successful applicants are required to submit receipts to the Finance Office by the following deadlines:

Term	Submission Deadline
Autumn	Wednesday 9 December 2026
Spring	Wednesday 17 March 2027
Summer	Wednesday 28 April 2027 (Y13) / Wednesday 16 June 2027 (Y12)

Bursary payments will normally be made by bank transfer.

CONFIDENTIALITY

Although members of the teaching team may be informed that a student is eligible for the 16-19 Bursary, all financial information will be treated in the strictest of confidence. This information will only be processed by the Finance Office and Miss Mortimer.

ENQUIRIES

Miss Mortimer kam@wilsonsschool.sutton.sch.uk

Finance Office finance@wilsonsschool.sutton.sch.uk