



## CFS 16-19 Bursary Policy

**2025 - 2026**

Accessibility Statement	
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## 1. Introduction

The Government provides funding to support young people aged 16–19 who may face financial barriers to participation in education. Chatten Free School administers the 16–19 Bursary Fund in accordance with Department for Education (DfE) guidance for the 2025/2026 academic year.

There are two types of bursary available:

- Vulnerable Pupil Bursary
- Discretionary Bursary

If you require help understanding this policy or need support completing an application, please contact the school and appropriate assistance will be arranged.

## 2. Eligibility Criteria

To be eligible for a bursary, pupils must be aged 16 or over but under 19 on 31 August 2025, or

### **For discretionary bursaries only:**

- Be aged 19 or over on 31 August 2025 and have an Education, Health and Care Plan (EHCP), or
- Be aged 19 or over on 31 August 2025 and continuing on a study programme started between the ages of 16–18
- Meet the DfE residency criteria (see Section 2.1)

### **For vulnerable bursaries only:**

- Belong to one of the defined vulnerable groups

- Be studying for 30 weeks or more
- Be under 19 years of age (pupils aged 19 or over are not eligible for vulnerable bursaries)

Application deadline: All bursary applications must be submitted to the School by 30 June 2026.

## 2.1 Residency Criteria

Pupils must meet the residency requirements set out in the DfE Funding Rules for 16–19 Provision (2025–2026).

A pupil must, on the relevant date, be:

- Settled in the UK, and
- Ordinarily resident in the UK and Islands (including the Channel Islands and Isle of Man) for the three years preceding that date Settled means having:
  - Indefinite Leave to Enter or Remain (ILE/ILR)
  - Right of Abode
  - Irish citizenship Pupils who may be eligible include:
    - British citizens holding a UK passport
    - Irish citizens
    - EU/EEA or Swiss citizens (or family members) with settled status who were resident in the UK before 1 January 2021
    - Children of Turkish workers lawfully employed and resident in the UK before 1 January 2021
  - British Overseas Territory Citizens
  - Individuals with right of abode endorsements
  - Naturalised or registered British citizens
  - Holders of Hong Kong British National (Overseas) [BN(O)] visas who have been given Home Office permission to reside in the UK.

In addition to the groups above, the DfE will also consider the following groups (including those not resident for three years) to be eligible for funding:

- People with refugee status (RS); those with humanitarian protection (HP); discretionary leave (DL), or exceptional leave to enter or remain (ELE/ELR), and their dependants

- Individuals granted settled status within the last three years (this means those having been granted indefinite leave to enter or remain, right to abode or British citizenship with the 3 years immediately preceding the start of the course)

- Individuals granted pre-settled status following the UK's exit from the EU.

In addition to the groups above, the DFE will also consider the following groups (including those not resident for three years) for pupils aged 18 to be eligible for funding:

- Dependants of parents or guardians with right of abode or leave to remain
- Children of diplomats
- Dependants of teachers on teacher-exchange schemes
- Dependants of migrant workers legally residing in the UK
- Dependants of international students where the accompanying parent or legal guardian has a pupil visa (the accompanying parent or legal guardian is excluded from funding)
- Asylum seekers
- Pupils granted leave under Section 67 of the Immigration Act 2016 (Dubs Amendment)
- Pupils granted Calais leave to remain
- Children in local authority care, including unaccompanied asylum seekers
- Pupils in receipt of Section 4 support

## 3. Vulnerable Pupil Bursary

### 3.1 Defined Vulnerable Groups

Pupils are eligible for a vulnerable bursary if they are:

- In local authority care
- A care leaver
- In receipt of Income Support (IS) or Universal Credit (UC) in their own right
- In receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) and Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right

## 3.2 Award Details

Eligible pupils may receive up to £1,200 per academic year, pro-rated where appropriate. Full-time study is defined as 5 days per week for at least 30 teaching weeks or more. Awards may be reduced or not made if a pupil has no identified financial need.

Vulnerable bursaries may be claimed each academic year, provided eligibility criteria continue to be met.

## 3.3 Attendance Expectations

Pupils are expected to maintain 90% attendance should a bursary be awarded

- Exceptions may be made where attendance is affected by medical or health needs, at the discretion of the Careers and Community Lead.

Due to the complex needs of pupils attending Chatten Free School, no fixed standards for behaviour or attainment are applied to bursary eligibility.

## 3.4 Application Process

Complete Appendix 1 and provide all required evidence so application can be submitted by the School to the Pupil Bursary Support Service (PBSS).

Decisions are usually made within two weeks

- Deadline for applications: 30 June 2026
- Final DfE submission deadline: 31 July 2026

# 4. Discretionary Bursary

Chatten Free School administers the Discretionary Bursary Fund in line with DfE 16-19 Bursary Fund Guidelines. Funding is open to students whose household net/gross income plus benefits is below £30,000. Applicants must meet eligibility and residency criteria and declare childcare or care costs, which will be deducted from household income for assessment purposes.

## 4.1 Purpose of the Discretionary Bursary

This may be awarded on an identified needs basis.

Discretionary bursaries may be awarded to help overcome financial barriers to participation, including but not limited to:

- Books and equipment
- Transport costs
- School meals (where costs exceed Free School Meals entitlement due to dietary needs)
- Other essential study-related costs

## 4.2 What the Discretionary Bursary Cannot Be Used For

The bursary fund is not intended to:

- Provide learning support services (e.g. counselling, tutoring)
- Fund non-essential extracurricular activities
- Cover general living costs

## 4.3 Attendance Expectations

Pupils are expected to have an attendance of 90% or above. However, medical or health related exceptions may be authorised by the Careers and Community Lead.

## 4.4 Application Process

- Complete Appendix 2 and submit with supporting evidence
- Applications are checked by the Office Manager
- Final approval is given by the Careers and Community Lead
- Decisions are communicated in writing

Once funds are exhausted, this will be communicated via Dojo and no further applications will be accepted until additional funding is received.

## 5. Impact on Benefits

- Bursary payments do not affect entitlement to means-tested benefits such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit, Universal Credit (in most cases)

Where a pupil receives DLA or PIP and ESA, parents may no longer be eligible for certain household benefits, such as Child Benefit.

## 6. Complaints and Appeals

All complaints or appeals must be submitted in writing. Operational or customer service complaints will be handled under the Hope Learning Community Complaints Procedure. Unresolved complaints or those relating to bursary policy will be referred to the Department for Education (DfE).

### Chatten Free School 16-19 bursary fund 2025-2026

#### Appendix 1 Vulnerable bursary application form

Please completed the form and submit it together with your supporting evidence to the Careers and Community Lead via the school office by 30 June 2026.

Title				
Surname				
First name				
Address				
Postcode				
Telephone/mobile				
Email				
Date of birth (DD/MM/YY)				
Your age		<i>You must be 16, 17 or 18 (i.e. under 19 on 31 August 2025 to apply)</i>		
Have you the right of abode and been resident in the UK for the last three years?	Yes		No	

### **Vulnerable bursary criteria**

No To qualify you must be aged 16 or over and under 19 on 31 August 2025 and meet the Department for Education (DfE) residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard and there is a financial need for the funding.

To qualify you must fall into one of the categories below and produce the required evidence as stated:

Are you in receipt of Income Support (IS) or Universal Credit (UC)? (Evidence required – IS or UC Statement letter. For UC, screenshots or documents printed from your online account are acceptable).	Yes		No	
Care leaver or currently looked after in care? (Evidence required – letter from local authority)	Yes		No	

Pupil in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) <i>in their own right</i> as well as Employment and Support Allowance (ESA) or Universal Credit (UC) (Evidence required – financial statement showing <b>both</b> DLA or PIP and ESA or UC).	Yes		No	
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Please provide your bank details below as printed on your bank card or statement.

Bursary payments will be paid directly into pupils' bank accounts only (by BACS). Please be aware that the school can choose to pay Bursary awards 'in kind', e.g. by purchasing the equipment required.

Account name								
Account number								
Sort code			-			-		

#### **Pupil declaration**

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for a bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that the monies I receive under the bursary scheme will be paid on condition of the standards of attendance and behaviour, as explained in the Chatten Free School 16- 19 bursary fund document and there is a financial need for the funding.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify Chatten Free School immediately.
- I will notify Chatten Free School of any changes to my bank/building society details.
- I understand that monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information provided.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as equipment.

- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made in writing to Chatten Free School, but if I

feel I have not been treated fairly, I can follow the Chatten Free School complaints procedure.

Pupil signature		Date	
Pupil's representative signature (if pupil unable to make own application)		Date	
Name of representative			
Capacity of pupil's representative			

## Chatten Free School 16-19 bursary fund 2025-2026

### Appendix 2 Discretionary bursary application form

Please complete the form and submit it together with your supporting evidence to the Head of School via the School Office by 30 June 2026.

Title				
Surname				
First name				
Address				
Postcode				
Telephone/mobile				
Email				
Date of birth (DD/MM/YY)				
Your age		<i>You must be 16, 17 or 18 (i.e. under 19 on 31 August 2025) or 19-25 and have an Education, Health and Care (EHC) plan to apply.</i>		
Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	

#### Discretionary Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2025 or be 19-25 and have an EHC plan and meet the Department for Education (DfE) residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £30,000 per annum you will not be eligible for a bursary payment.

Please tick all that apply of the following to show what type of evidence you have provided. **If you cannot provide evidence, then we cannot process your application.**

P60		Income Support / Universal Credit (award letter)	
Self-employed earnings (official tax return)		Full Tax Credit Award Notice (last 3 months statements)	
Wage slips (most recent wage slips)		Other benefits/pension (award letter)	
Number of dependent children in the household			
Please provide details and evidence of any care or childcare costs incurred			<b>Evidence provided</b>

#### **Pupil request for assistance form**

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you will need during the academic year. This information is strictly confidential and will only be used for this assessment purpose.

<b>Assistance requested</b> (please provide details what is being purchased and the amount for each item)	<b>Amount required</b>	<b>Number of days</b>	<b>Office use only (Total)</b>
Books			
Equipment			

Transport			
Meals (please apply for free school meals, as this is for additional costs due to dietary needs)			
Any other			
If there are extenuating circumstances within your household that have not been covered but you would like us to consider as part of this application, please provide the information here:			

Please provide any additional information in respect of your application:

Please tick one of the following options:

<input type="checkbox"/>	Chatten Free School to use the funding to purchase items as detailed above.
<input type="checkbox"/>	Chatten Free School to pay funds directly into pupils' bank account only (by BACS) for parent/carer to purchase items as detailed above. Please note that the parent/carer should provide receipts for our records when items have been purchased.
Account name	
Account number	
Sort code	

Please be aware that the school can choose to pay bursary awards 'in kind', e.g. by purchasing equipment required.

**Pupil declaration**

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for a bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that the monies I receive under the bursary scheme will be paid on condition of the standards of attendance and behaviour, as explained in the Chatten Free School 16- 19 bursary fund document and there is a financial need for the funding.
- **Holidays will be unpaid.**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify Chatten Free School immediately.
- I will notify Chatten Free School of any changes to my bank/building society details.
- I understand that monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information provided.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, transport, meal costs.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made in writing to Chatten Free School, but if I feel I have not been treated fairly, I can follow the Chatten Free School complaints procedure.

Pupil signature		Date	
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Pupil's representative signature (if pupil unable to make own application)		Date	
Name of representative			
Capacity of pupil's representative			

