Harrow High School Sixth Form
16 - 19 Bursary Policy 2026 - 2027

Approved by the Full Governing Body : September 2026

Responsible for Review: Mr C Preda

Publish on Website: Yes

Date of Next Review: September 2027

Harrow High School: 16 to 19 Bursary Scheme Policy 2026/27

WHO IS ELIGIBLE?

The 16 to 19 Bursary scheme provides financial support to young people aged 16 to 19 to help them meet the **participation costs** of their education or training. All awards are conditional on students meeting agreed standards of attendance and behaviour.

All bursary awards will be linked to specific, evidenced costs. Applications will be assessed individually, and awards will match documented needs. Flat-rate or automatic awards without assessment are not permitted.

The scheme offers two types of bursary. Eligibility is reviewed annually, and students can apply for the type that matches their circumstances.

1. Discretionary Bursary Award

This bursary is for students experiencing financial hardship. To be eligible, a student must:

- Attend Harrow High School's 6th Form.
- Be starting Year 12 or 13 in September 2026.
- Be aged between 16 and 18 on 31 August 2026.
- Provide evidence of low household income, such as eligibility for **Free School Meals (FSM) or recent Universal Credit statements.**

The school **will tailor awards to reflect individual student needs based on the evidence provided.**

2. Vulnerable Group Bursary - (This was previously the 'Enhanced Bursary')

Students in one of the defined vulnerable groups **may receive support up to £1,200 per year.** To be eligible, a student must belong to one of the following groups:

- Be in care or a care leaver.
- Be receiving Income Support or Universal Credit in their own name because they are financially supporting themselves.
- Be receiving both Disability Living Allowance (or Personal Independence Payment) AND Employment and Support Allowance (or Universal Credit) in their own right.

If a student in this group has actual participation costs that exceed £1,200, they can apply for additional funds from the Discretionary Bursary budget. This will require a separate assessment of need.

ALLOCATING FUNDING & PRIORITISATION

Given the limited funding available, awards will be prioritised to cover the most essential costs first. If the fund is oversubscribed, we will allocate support in the following order:

1. **Transport costs** not covered by the TfL 16+ Zip Oyster.
2. **Essential academic books and equipment**.
3. **Field trips in the uk** and other essential course-related costs.
4. **UCAS applications** and costs of attending university interviews or open days.

WHAT THE BURSARY CANNOT COVER

The bursary fund is strictly for educational purposes. It cannot be used to fund:

- **General living costs not tied to education (e.g., bills, rent).**
- **Welfare or counselling services.**
- **Extra-curricular activities not essential to the study programme.**

PAYMENT METHODS AND CONDITIONS

To ensure funds are used for their intended purpose, **the school will operate a primarily cashless system.**

- **Payments**: Where possible, the school will purchase the allocated items (e.g. travel passes, books) directly for the student. Where this is not possible, students must submit receipts to Mrs Motiwala for reimbursement via BACS transfer to the student's bank account.
- **Conditions**: Bursary support will only be allocated if a student's attendance, punctuality, and behaviour are satisfactory, as outlined in their signed Bursary contract.

CHANGES IN CIRCUMSTANCES

We recognise that financial situations can change. Students can apply for a bursary or request a reassessment of their needs at any point during the year if their circumstances change significantly (e.g., parental job loss).

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing. Any over payments will be repayable. If you change your bank account details you must also write to us immediately. If you leave school before completing your course, your payments will be stopped. If you transfer to another school/college, your payments will be stopped.

AUDIT AND COMPLIANCE

The school will maintain a clear and robust audit trail for all bursary funds.

- We will collect, verify, and store all application forms and evidence of need.
- All decisions, payments, and receipts will be recorded.
- These records will be made available for audit by the Education and Skills Funding Agency (ESFA) as required.

THE APPEALS PROCEDURE

If a student disagrees with a bursary decision, they should raise the issue with the Bursary Administrator in the first instance. If this does not resolve the issue, the student has the right to appeal in writing to the Head of 6th Form. The appeal decision is final.

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available on the Direct.Gov website – https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance

Harrow High School Sixth Form
16 to 19 Bursary Scheme 2026/27
Application form

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation.

Section A – To be completed by all learners

1.1 Your personal details

Learner's surname _____

Learner's first name_____

Date of birth_____

Age on 31 August 2025_____

Learner's home address _____

_____

Post code_____

Home phone number_____ Mobile number_____

National insurance number: _____

1.2 Your bank or building society account details

Account holder name_____

Name of bank / building society_____ Branch: _____

Account number: _____Sort Code: ___/___/___

Building Society roll number (if applicable) _____

Please ensure these details are correct.

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

Section B – To be completed by all learners

2.1 Which bursary are you applying for?

Please complete **either** part 1 or 2 below.

Part 1: Vulnerable Group Bursary		
Monthly payment instalments in arrears during term time only subject to meeting the school's in attendance, punctuality, behaviour, classwork and homework.		
Eligible groups for this bursary:	**Tick**	**Supporting evidence required**
Young person in care or care leaver	☐	Please attach supporting letter from your key worker or social worker
Young person in receipt of Income Support or Universal Credit in place of Income Support	☐	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments	☐	Please attach benefits paperwork dated within the last 6 weeks.

Part 2: Discretionary bursary		
Monthly payment paid in arrears during term time only subject to meeting the school's standards of attendance, punctuality, behaviour, classwork and homework		
Eligible group for this bursary:	**Tick**	**Evidence to provide and what to do next**
• In receipt of Free School Meals or bursary at the end of last academic year • Household Income Eligibility	☐ ☐ ☐	Evidence from Harrow Council such as the Eligibility Checker ● The household income is below £25,000 a year. Or are In receipt of the following: ● Income Support or Universal Credit (Income Related) ● Job Seeker's Allowance (Income Based) ● Employment & Support Allowance or Universal Credit (Income Related) • ● Guaranteed element of State Pension Credit ● The student lives more than 10 miles distance away from the school

Harrow High School Sixth Form
16 to 19 Bursary Scheme
Terms and Conditions

The Harrow High Sixth Form 16-19 Bursary Scheme is payable to eligible students monthly in arrears, provided the following conditions have been met:

- ✔ 100% Punctuality;
- ✔ 100% Attendance

  Only three occasions of absence will be authorised per school year when covered by a parent/carer's note or phone call. (Any further periods of illness will not be paid);
- ✔ 100% Lesson Attendance;
- ✔ Behaviour in line with home/school agreement;
- ✔ Routine doctor/dental/medical appointments should be made outside of school hours;
- ✔ All homework to be completed and handed in on time.

Student Name……..……

Signed ..……..……

Date ..……..……