



Leigh Academy
Longfield

16 to 19 Bursary Fund
Guide for Students

September 2025

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16 to 19 Bursary Fund - Guide for Students

Vulnerable student bursary (<https://www.gov.uk/1619-bursary-fund/>)

You could get up to £1200, depending on your circumstances. To be eligible for the vulnerable bursary, you must be in one of the defined vulnerable groups:

- in care or a care leaver
- in receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in your own right

You will have to provide us with evidence of these circumstances, for example a benefit statement, or a letter from the local authority.

If you have any questions about whether you may be eligible for the vulnerable student bursary you can contact the helpline by phone on 0300 303 8610 or email using 1619bursary@studentbursarysupport.co.uk

Bursary is used to pay for things like:

- Clothing, books and other equipment for your course
- Transport to and from school
- Field/other trips for your course
- Travel to university or apprenticeship interviews.

There may be other things you would like us to spend your bursary funding on, which you will be able to discuss with us. For example, we may be able to help you with making sure you have enough school clothes that meet the dress code. In all cases the bursary funding should support you to stay in education.

You should always discuss what you think you need with us first without purchasing anything, as we may not be able to pay you back if we have not approved the item. We will usually order things for you, rather than give you money directly.

Any monetary payments we do need to make must be made directly to the student, by BACS transfer to a bank account in their own name.

This policy is reviewed and updated every academic year.

Students must re-apply for each academic year they study at the academy.

Vulnerable Bursary Evidence Required

You will need to provide evidence to support your application for a vulnerable or discretionary bursary. For the vulnerable bursary you must provide:

- An appropriate letter from the local authority showing you are either in care or a care leaver - A statement from the DWP showing you are in receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- A statement from the DWP showing you are in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in your own right.

Discretionary Bursary

To be eligible for the discretionary bursary, you must be facing financial barriers to participation and need help to stay in education. Bursary is used to pay for things like:

- Clothing, books and other equipment for your course
- Transport to and from school
- Field trips for your course
- UCAS fees and travel to university or apprenticeship interviews

It is important to note that not all students will receive the same total amount of bursary funding, as it is based on need throughout the year. Most bursary payments are made “in kind”, for example we will order any books for your courses directly rather than giving you the money. In cases where we do need to give you money it will be transferred by a BACS payment directly into a bank account in your name. You must ask us first if you require something, you should not go and buy it and then expect to be able to claim the money back.

You should make an application for either bursary as soon as possible at the start of the academic year. We need to plan how we are going to help each student at the start of the year, and may not be able to help you as much if you make a late application.

Band 1

If a student meets one or more of the following criteria we will assist as far as possible with all aspects of study, up to a maximum of £800 per year from the discretionary bursary:

- A young carer or a young parent
- Under a Special Guardianship Order
- Total family household income of less than £16,190 per year

The discretionary bursary could cover, but is not limited to:

- Course textbooks or revision guides, as directed by the course teachers
- Stationary and other equipment, under advisement from the course teachers
- A £300 contribution towards the 16+ Travel Card, OR a similar contribution towards train tickets
- Field trips and conferences directly related to academic courses
- Travel costs for university and apprenticeship open days and interviews - Contributions towards any other extra-curricular activities organised by the Academy, which are deemed as beneficial for a student's personal statement.

For students in band 1 we will make a payment as a small contribution to the student. This is paid directly into their bank account at intervals throughout the year to cover additional course expenses. This is subject to a student maintaining at least 90% attendance. We will consider the impact on attendance that caring responsibilities, illness and other exceptional circumstances may cause.

Band 2

If the total family household income is less than £20,818 per year we will assist students from the discretionary bursary as follows:

- Course textbooks or revision guides, as directed by the course teachers
- A £300 contribution towards the 16+ Travel Card OR similar monthly contributions towards train tickets
- Field trips and conferences directly related to academic courses.

For students in band 2 we will make a small payment directly to their bank account at intervals throughout the year. This is subject to a student maintaining at least 90% attendance. We will consider the impact on attendance that caring responsibilities, illness and other exceptional circumstances may cause.

Discretionary Bursary Evidence Required

For the discretionary bursary you must provide the following as proof of total family income:

- HM Revenue & Customs Tax Credit Statement
- P60 certificates for all income into your household

Students should supply photocopies of all relevant documents with their application. A photocopy can be made for you in the Post 16 office if you do not have access to a photocopier. Please ensure you have fully completed this form and have your evidence included when you submit your application.

If your application is connected to a 16+ Travel Card Application, you will need to talk to the Post 16 Office. Please phone 01474 700 700 option 1 then option 4.

For any other queries please contact post16@longfield.latrust.org.uk

Emergencies and hardship

If you do not qualify for a vulnerable student or discretionary bursary, but find yourself in an emergency situation where financial hardship may prevent you from participating fully in education please contact us so that we can discuss the situation with you. There may be help available.

If your circumstances change and you are no longer able to live with your own parents you should also tell us as we will be able to support you.

Free School Meals

Website: <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

To apply for free school meals you should apply directly to the KCC. Free school meals are processed separately to the 16-19 bursary.

16+ Travel Saver Card

Website: <https://www.kent.gov.uk/education-and-children/schools/school-transport/kcc-16-travel-saver>

Even if you are applying for financial help with the 16+ KCC Travel Card you must still apply directly to the KCC by the annual deadline in July, so that the card is delivered to school ready for September. We cannot apply for this on your behalf, or pay for it for you. A debit/credit card must be used for payment.

If you apply for the bursary we will reimburse you/your parents up to the amount you qualify for upon evidence of your receipt, we recommend you choose the installment option if you wish to do this.