



The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Bursary Fund Information 2025-26



East Midlands
Education Trust



The Joseph Whitaker School

Bursary Fund

What is the Bursary Fund?

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay on in full time education after Year 11.

The Scheme comprises two parts:

Vulnerable Bursary

A vulnerable bursary (£1,200.00 an academic year) for those most in need of financial support:

Or,

Discretionary Bursary

A discretionary bursary is available for those in need of finance to help meet specific costs to enable them to stay in education and complete their courses, e.g. transport, equipment, fieldwork costs, specialist clothing.

Eligibility

- A student must be aged 16 and under 19 on the 31 August in the academic year in which he/she starts a programme of study.
- A student must be on a full time programme of study.

The Vulnerable Bursary (£1,200.00)

Students can apply for a 'vulnerable bursary' of £1,200.00 pa if they meet one of the following criteria:

- In care;
- Lives independently having left Local Authority care;
- Students receiving Income Support; or Universal Credit in place of income support in their own right
- Disabled, receiving one of either Employment and Support Allowance or Universal Credit (apart from where this replaces Housing Benefit) along with Disability Living Allowance or Personal Independence Payments in their own right



Discretionary Bursary

Students can apply for this grant to fund particular needs. Once approved they will be entitled to assistance towards the cost of one or more of the following:

- Transport to school
 - In most cases this is a 50% contribution towards travel costs
 - NOTE:** In the event of budgetary constraints bursary travel contributions will only apply to addresses of 2 miles or greater from school.
 - Books/equipment/materials/specialist clothing;
 - Compulsory field trips – 100% of cost
 - Optional educational visits linked to a course of study – 50% contribution
 - NOTE:** Bursary does not cover non-curriculum related visits like New York or Skiing
 - UCAS fee - £28.95
 - Travel expenses for up to three Higher Educational visits – this is based on mileage from doorstep to venue according to Google Maps and is reimbursed at 30p per mile.
 - Clothing allowance - £200
 - Lunch allowance payable to those with family income between £16,190-£35,000*
- *Students with a family income below £16,190 are eligible to apply for Free School Meals on NCC website

Students can apply for this grant if:

They are eligible for free school meals. You are eligible if your parents are claiming one of these benefits:

Income Support

- a Child tax credit, (provided they are not entitled to working tax credit and have an annual taxable income as assessed by the Inland Revenue) which from 6 April 2022 does not exceed £16,190.
- b Income based job seekers allowance.
- c Employment Support Allowance (Income related).
- d Guaranteed Element of State Pension Credit.
- e Universal Credit.
- f Support under Part IV of the Immigration and Asylum Act 1999.

They come from families in the lower 40% of UK household incomes:

- a Students with an annual family income of less than £35,000 in the last tax year (including benefits). This must be established through current Working Tax Credit/Child Tax Credit/Universal Credit Documentation/P60.
- b Students who can demonstrate through Working Tax Credit/Family Tax Credit/Universal Credit that their award has been changed to reflect a change in circumstances so that their annual family income including benefits is now below £35,000.



How to Apply

- The application is for the academic year. Students should apply each year.
- Students should complete the **16-19 Bursary Fund Application Form** and forward to **Mr Croft by 1 November 2025**. Students will need to provide appropriate evidence to support their application:
- **For the Vulnerable Bursary this might include:**
 - A letter referring to the benefit to which the young person is entitled;
 - Written confirmation from the LA of the young person's current or previous looked after status.
- **For the Discretionary Bursary this should include:**
 - Evidence of benefits/allowances/grants or household income.
- Once students have had the Discretionary Bursary approved they can apply directly to the Head of Sixth Form to make specific requests for financial support.
- **Application packs are available from Mrs Cole in the Sixth Form Office from September 4.**

Payment of the Vulnerable Bursary

- Payment will be made by BACS draft into a student's bank account.
- **Payments will depend on full attendance, good behaviour and completion of work.**

Payment of the Discretionary Bursary

- Payments will be made on production of relevant receipts/invoices/official estimates.
- **Award and payment will also depend on maintaining a minimum of 95% attendance to all lesson, good behaviour and completion of work.**

Organisation and Appeals

The Sixth Form Team will be responsible for deciding who receives the awards based on the criteria outlined above.

The Bursary Fund is given to the school every year by the ESFA (Education Skills Funding Agency). Once these monies have been allocated during the year the school will not be able to make any further discretionary grants until the new academic year.

Appeals relating to the grant or bursary should be made in the first instance to the Head of the Sixth Form.

Further and final appeals should be made to the Headteacher. There is no further right of appeal.