

Sir Robert Pattinson Academy
16 to 19 Bursary Fund Management Statement 2025-2026



What is the 16-19 Bursary Fund

The fund is a limited amount of money provided by the Government through the Department for Education (DfE) to help students whose access to or completion of their education provision is inhibited by financial constraints or barriers

There are two types of Bursaries: The Vulnerable Bursary and the Discretionary Bursary.

Who is eligible to apply for the 16-19 Bursary?

Students who are following government funded full-time or part-time courses (paid pro-rata), and meet the residency criteria for post-16 provision, and are aged at least 16 and under 19 years of age on 31/08/2025 and satisfy one or more of the criteria specified for the bursaries detailed below.

Vulnerable Bursary

You (the student) may be entitled to this if you are in one of the following categories:

- You are living in care, or you are a care leaver.
- You are receiving Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you (such as a child or partner).
- You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right.

Please be aware that meeting the criteria for vulnerable bursary does not automatically entitle you to funding. There is the possibility of a lower amount of bursary, or no bursary funding if you do not have any actual participation costs.

Where eligible, this is a bursary of up to £1200. All students eligible for this bursary must maintain:

- No unauthorised absences during the school day, attendance at all required lessons and overall attendance of 95% or above.
- Acceptable levels of behaviour and progress.

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this bursary, please complete an application form.

Discretionary Bursary

You may be entitled to this if you are in one of the following categories:

- You have a gross annual household income of below £25,000.
- You have been in receipt of Free School Meals.
- Your household is in receipt of other income-based means-tested benefits.
- You are a young carer.
- You are a young offender serving a non-custodial sentence or have been released early from a custodial sentence (except on temporary license) or have been remanded to a non-secure institution.
- You are seeking asylum.
- You have a physical or mental disability or other medical condition and/or learning difficulties.
- You are a refugee (You will have access to 16-19 Bursary Funding if you are in receipt of supportive evidence from DWP).
- You are a young parent.

- You are a refugee.

Payments will be made according to actual need to participate in their study programme.
Please see the Household and Learner bands towards the end of this Statement.

All students eligible for this bursary must maintain:

- No unauthorised absences during the school day, attendance at all required lessons and overall attendance of 95% or above.
- Acceptable levels of behaviour and progress.

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this Bursary, please complete an application form.

How SRPA will assess applications and allocate 16-19 Bursary funding.

Students who believe they are eligible for either Bursary should complete the application form and hand it – with the required evidence - to the Sixth Form Administrator, after they have collected their examination results, or at the start of the September term. All applications will be processed as soon as possible following the student's admission into SRPA in September.

All applications for the 16-19 Bursary must be accompanied with evidence to prove eligibility.

A Bursary Fund Committee will meet to review applications to ensure that the Bursary Statement is being applied effectively and that all students proven to have a need are accommodated. Students who are deemed eligible need to be aware that to continue to receive their full allocation of bursary/funding:

- There must be no unauthorised absences during the school day, attendance at all required lessons, and overall attendance of 95% or above.
- They must maintain acceptable levels of behaviour and progress.

The Vulnerable Bursary requires funding claims to be submitted to the DfE at defined points in the year, and any payments made are allocated at defined points in the year.

The Discretionary Bursary is a limited fund, and the Academy will prioritise allocation to those deemed to be most in need.

The SRPA Bursary Fund Committee

The SRPA Bursary Fund Committee will normally meet three times per year (September, December and April to consider and review applications and the process). Emergency meetings may be called when necessary. All meetings will be held during term time. The academic year for SRPA is split into 6 terms. Please see the Academy website for term dates.

Evidence

Evidence will be required to support the application and could include:

- Certified letter from the Local Authority regarding Free School Meals and/or other benefits.
- Household income including Universal Credit (UC) – 3 most recent monthly award statements (these can be copies of online statements), wage slips, child benefit payments, P60 year to April 2025 and self-employment accounts where applicable.

- Student's Universal Credit (UC) and/or Income Support (IS) award notice
- Student's Disability Living Allowance (DLA) or Personal Independence Payments (PIP), as well as student's Employment and Support Allowance (ESA) or Universal Credit (UC) award notice.
- Certified letter from His Majesty's Revenue and Customs regarding benefits.
- Certified letter from the Department of Work and Pensions.

Changes in Circumstance

Due to current challenges, you may have had a change in your circumstances, and you may be facing hardship. If you face any change in circumstances which align with one or more of the categories stated in the Vulnerable or Discretionary bursary eligibility criteria, you may wish to apply at that time. Students who become eligible during the academic year should contact the Sixth Form Administrator so that they can make an application for funding based on their new circumstances.

A student receiving either Bursary must immediately inform the Sixth Form Administrator of any changes in family circumstance that may affect their Bursary entitlement.

Failure to do so could lead to the student facing prosecution and the Academy taking steps to recover payments that the student is not eligible for.

Government Guidance:

SRPA have agreed this Management Statement after reviewing the Government Guidance:

[16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](#)

Payment Information

A letter confirming the receipt of the student's application for the 16-19 Bursary and outlining the allocation awarded by the Bursary Committee, as well as its intended payment scheme, will be provided to the student.

Any applications for the 16-19 Discretionary Bursary received part way through the year will not be eligible for the full amount allocated for the year. The amount of time remaining within the educational year, number of students already being accommodated, as well as the applicant's requirements will be taken into account.

The payments will be made directly from the Academy Finance Team by bank transfer/cheque made out to the student. Payments 'in kind' will be made to successful claims for asylum-seeking/refugee students.

Cash payments are not permitted.

All payments will be made as follows:

Discretionary Bursary Payments	
Week Commencing	% of Payment
6 October 2025	50
5 January 2026	50
Vulnerable Bursary Payments Payments will be made on an academic monthly basis (pro rata where applicable for the individual's allocated bursary) - £200 in September followed by 8 months @ £110 and then one payment of £120 in June	

Payment Reductions

All payments will be subject to review and may be reduced or stopped if attendance and/or behaviour and/or progression are deemed unsatisfactory. Students are required to keep the Academy informed of any planned absences prior to them taking place and contact the Academy daily regarding any illness etc. Attendance of at least 95% is the expected level. If your attendance falls below 95%, your bursary allocation will be reviewed. Engagement in learning and expected outcomes will be monitored during assessments. This is a vital part of progression. Any students requiring improvement in this area may find their bursary reduced in the payment following their assessment update.

Appeals

Any student wishing to appeal against the Discretionary Bursary level allocated should do so in writing within 2 weeks of receiving their letter of allocation. Appeals should be made to the Sixth Form Administrator. It is expected that further evidence to support the funding request will be provided by the student.

Reductions due to attendance and behaviour and independent learning concerns cannot be appealed.

Discretionary Bursary Payments

The Discretionary Bursary is a limited fund that the Academy is required to manage. The guide below shows the level of support that may be available depending on the number of applications received. If you think you are eligible for up to £450 per annum support, please complete the application form.

The Bursary is provided to support all study programme costs associated with attending SRPA and successfully completing the courses. Items such as those listed below are included.

- The cost of transport, essential course books and/or equipment, meals in school, course-related trips, UCAS fees, travel to university interviews/open days/work experience placements/meals, course-related, sporting activities, dress code items or other essential course-related costs.
- Financial support towards childcare costs and exam re-sit fees

If the bursary payment provided does not cover all your expense needs, you will need to speak to your Sixth Form Administrator. Please do this before purchasing any items. **As the Discretionary Bursary is a limited fund, we may not be able to provide you with a full refund. Depending on the demands made on the Bursary, additional funding may be withheld until Term 3 and then you may only receive a percentage of your total costs.** Receipts will be required as evidence of your expenditure.

Household & Learner Income Bands (SRPA bands based upon National/Regional banding recommendations)	Possible annual support for learners
Less than £20,000	Up to £450
£20,000- £25,000	Up to £300
Students, with a financial need to cover costs of transport, books and equipment, educational trips and meals in school (on a case-by-case basis)	Up to £150

Contingency Fund

The Academy will reserve 20% (including the 5% Administration fee) of the 16-19 Bursary amount allocated to them. This is to take into account changes in circumstance and ensure that requests for funds from vulnerable students can always be accommodated.

This 20% will be reviewed in the Summer Term (Term 6) and decisions as to its usage to support the most vulnerable students will be made taking into account the number of applicants in each Support Level identified.

This 20% will not and cannot be used to provide resources to students in general. It can only be used to support the most vulnerable students at SRPA.

This information is subject to Government regulation decisions and may be subject to change.