

Dear Parent/Carer of Year 12 and 13 pupils

16-19 Bursary Fund

Young adults who are in full-time 16-19 education from September 2025 are entitled to apply for funds under the Governments '16-19 Bursary' scheme.

I am therefore writing to set out the criteria for its distribution and invite you to apply for an award if you feel your son/daughter may qualify.

16-19 Bursaries available:

1. Vulnerability Bursary of up to £1,200 a year for young people in one of the defined vulnerable groups set out below. If the claim for bursary is successful, then a proportion will be retained by the school to be spent on the student's behalf on trips/visits and the child's needs.
2. Discretionary Bursary awarded to meet individual needs, for example, to help with the cost of transport, meals, books.

To be eligible for the **vulnerability bursary**, students must be in one of the defined vulnerable groups:-

- in care
- care leavers
- getting Income Support (IS, or Universal Credit (UC) in place of Income Support, **in their own right** (must be in their name).
- receiving Employment and Support Allowance (ESA) or Universal Credit (UC) **and** Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **in their own right** (must be in their name).

Our allocation for the **discretionary bursary** will be awarded according to household income for those families facing genuine financial difficulty. Due to limited funding and open application, the

allocation will vary year on year and will be managed by the School on the pupil's behalf. A minimum attendance of 88% each term must be achieved for your child to be eligible.

We will require copies of supporting documentation for household income such as P60, Tax Credit Award Notice, evidence of benefit awards or evidence of self-employment income. Please be assured that all such information given to the school in support of an application will always be treated in accordance with the General Data Protection Regulations and will be kept with their student file in line with our retention policy.

If you feel your son/daughter may be eligible for the vulnerable or the discretionary bursary, please complete the enclosed application form and return to school reception, for the attention of Sadie Fletcher, along with supporting evidence, by 7 November 2025.

Further information can be found on the Direct Gov website at

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance>

and a copy of the application form is available on our website at

<https://www.newarkorchard.notts.sch.uk/curriculum/post-16/>

Yours sincerely



Matt Joyce

Headteacher