

Corsham Sixth Form Financial Support for Students

16–19 Bursary (2026–27) Guidance Notes

Corsham Sixth Form is committed to ensuring that all students have the opportunity to succeed in their education, regardless of their financial circumstances. The 16–19 Bursary Fund, provided by the Department for Education (DfE), is designed to help remove financial barriers to participation in post-16 education.

This guidance explains how the bursary is administered at Corsham Sixth Form, in line with DfE requirements.

What is the Bursary?

The 16 – 19 Bursary Fund provides financial support to students who may otherwise struggle to remain in education. It can help with essential costs such as:

- Travel to and from sixth form
- Meals during the sixth form day
- Course-related expenses (e.g. books, equipment, or specialist kit)

The bursary is not an automatic entitlement. All applications are assessed individually, taking into account:

- Household income
- The cost of participating in sixth form
- The student's overall financial circumstances

Free School Meals

Free school meal entitlement does not automatically continue into sixth form. Students must apply through the bursary process to be considered for continued support and any additional assistance.

Who Can Apply?

There are two types of bursary available:

1. Vulnerable Student Bursary - available to students who:

- Are aged 16–19 (or up to 25 with an EHCP)
- Fall into one of the following DfE defined groups:
 - Currently in care or a care leaver
 - Receive Income Support or Universal Credit in their own name
 - Receive Personal Independence Payment (PIP) or Disability Living Allowance (DLA)

2. Discretionary Bursary - available to students who:

- Are aged 16–19 (or up to 25 with an EHCP)
- Live in a household with a gross (i.e. before tax and deductions) household income below **£30,000**
- Can demonstrate financial need linked to their education

What Support Might Be Available?

The bursary is intended to enable students to fully participate in their studies where costs may otherwise be a barrier. Depending on individual circumstances, support may include:

- Travel costs
- Books and revision guides
- Stationery and study materials
- Online subscriptions to educational platforms
- Specialist equipment (e.g. cameras or art materials)
- Essential educational trips
- Attendance at university open days

The bursary cannot be used for:

- Private tutoring or mentoring
- Non-essential extra-curricular activities
- General household expenses

What Evidence Is Needed to Apply?

As the bursary is means-tested, applicants must complete the application form and provide evidence of household income for all adults in the home. All documents must:

- Be clear and readable
- Show names and address
- Match the students home address

Examples of acceptable evidence include:

- Universal Credit statements (last 2, full copies)
- Tax Credit award notices
- Benefit letters
- Payslips (last 2 months)
- Self-employment records (e.g. tax return or accountant letter)

Please see **Appendix A – Guidance on Evidence** for further guidance.

How Are Decisions Made?

Applications are assessed on an individual basis, taking into account:

- Household income
- Financial need
- Course-related costs
- Available funding

Applicants will be informed of:

- Whether support has been awarded
- What costs will be covered
- How and when support will be provided

Payments and Conditions

- Payments are made only after students have enrolled and attended at least six weeks
- Most support is provided in kind (items are purchased directly)
- Any direct payments will be made into the student's own bank account
- Continue receiving support, students are expected to:
 - Maintain at least 95% attendance
 - Demonstrate positive behaviour and commitment to their studies
- Funding may be reviewed, reduced, or withdrawn if:
 - Financial circumstances change
 - Attendance or behaviour becomes a concern
 - Incorrect or misleading information is provided

How to Apply

- Complete the online bursary application form (or request a paper copy from the Sixth Form Office)
- Submit up to date financial evidence as outlined in **Appendix A – Guidance on Evidence**

Applications should be submitted as early as possible. Funding is limited and allocated based on assessed need.

Appeals

If you disagree with a decision, you may submit a written appeal within 28 days.

Appeals will be reviewed by a member of the Senior Leadership Team who was not involved in the original decision. The outcome will be confirmed in writing.

Further Support

For further advice or assistance with your application, please contact the Sixth Form Office.

If your household income is slightly above the threshold but you are experiencing financial difficulty, we encourage you to get in touch to discuss your circumstances.

Data Protection

All personal information will be handled in strict confidence and in accordance with data protection legislation and the school's data protection policy.

Appendix A – Guidance on Evidence

You only need to provide **one type of evidence** that best reflects your current circumstances. If you require support in obtaining or submitting documents, please contact the Sixth Form Office via email at 6thform@corsham.wilts.sch.uk or by phone at 01249 713284

- **Vulnerable Student Bursary - proof of eligibility is required and could take the form of:**
 - Written confirmation from the Local Authority of current or previous looked-after status
 - Universal Credit award notice (in the student's name)
 - Copy of Personal Independence Payment (PIP) or Disability Living Allowance (DLA) (in student's name)

Discretionary Student Bursary - proof of eligibility is required and could take the form of:

- **Universal Credit**
 - 3 most recent Universal Credit statements in full – ALL PAGES
 - Select print on your online statement and choose 'save as a pdf'. Email the pdf to 6thform@corsham.wilts.sch.uk
 - We use the take home pay plus the amount of Universal Credit awarded to assess your annual income
- **Tax Credits**
 - Tax Credits Award Notice 2025/26 in full – ALL 6 PAGES (or 4 pages if it is your review document)
 - We use the amount of your earned income (if applicable) plus the tax credit award amount to assess your annual income
- **Income Support, JSA, ESA or the guaranteed element of Pension Credit**
 - Current DWP Notification letter and most recent 2 months bank statements
- **In employment and NOT claiming benefits**
 - Most recent 2 months payslips
 - We use the amount on your payslips to calculate your annual income
- **Self Employed and NOT claiming benefits**

We will require one of the following:

 - Personal tax calculation from HMRC
 - Self-assessment tax return
 - Statement of accounts
 - Accountants letter
 - Annual tax summary