



16-19 BURSARY FUND GUIDELINES 2025/26

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

Sackville School provides two types of bursary, the **Priority Bursary** and the **Discretionary Bursary**. Please read the following guidelines very carefully.

OVERVIEW

- Bursary funding is to help eligible students with costs such as travel to and from school, to buy essential books, equipment, or specialist clothing that are required for their study programme. These are items the student would otherwise need to pay for to participate.
- A student must be aged 16, 17 or 18 on 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.
- Students must meet the age and residency criteria to be eligible for help from the bursary fund and we encourage those that may be eligible to submit an application.
- You (the student) need to have your own bank account. We cannot make payments to you in cash or by cheque. We also cannot make payments to your parent(s)/carer(s), or any other third party. The account must be in your name.
- The bursary is awarded annually so application is on an annual basis. Students can apply more than once in a year if their circumstances change.
- Even if you are eligible to apply for one of the bursaries, Sackville School has the right to refuse your application if you do not have any actual financial need. This may be because your financial needs are being met in another way, or because you have no school related costs to meet.
- No award is guaranteed and all monies awarded will be based on the school's assessment of your financial need.
- Being awarded a bursary is not a guarantee that payments will be made. You must adhere to the attendance and behaviour conditions outlined in page 10. If you do not meet these conditions, any bursary payments due may be reduced or withheld.

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PRIORITY BURSARY

Priority Bursary: Are you eligible?

The following students are eligible to apply for a priority bursary:

- Students who are **in local authority care** or who have **recently left local authority care (also known as 'in care', 'care leavers' or 'care experienced')**
- Students who **receive Universal Credit (UC) in their own name** (because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner).
- Students **receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name** as well as **Employment and Support Allowance (ESA) or Universal Credit (UC) in their own name**.
- Students who live in a household where they, or a parent/carer, are **in receipt of one or more of the following benefits***:
 - Income Support, Income Based Jobseekers Allowance or Income Related Employment and Support Allowance
 - Child Tax Credits (whilst **not** receiving Working Tax Credits) with a gross annual household income of no more than £16,190 as assessed by HMRC
 - Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum).
 - Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)
 - Guaranteed Element of State Pension Credit
 - Support under part VI of the Immigration and Asylum Act 1999
- Students who are **Young Adult Carers*** and live in a household with a gross income of **no more than £30,000 per annum**.

** If you live between two homes you should apply for a bursary based on the household you live with for the **majority of the time**. The address on your bursary application and evidence you provide **must** match the address we hold for you on the school database.*

You can find more information about how we define Children in Care and Care Leavers on page 5.

If you are eligible for the Priority Bursary you must be able to provide at least one of the evidence types below:



Priority Bursary: What evidence do you need to provide?	
ELIGIBILITY	EVIDENCE REQUIRED
Students who are 'in care' or 'care leavers' or 'care experienced'	A letter/email from the relevant Local Authority on headed paper, or from a local authority email address.
Students in receipt of Universal Credit (UC) in their own right.	A copy of your three most recent monthly Universal Credit award statements. (You should be accessible from your online account).
Students in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name	Your DLA/PIP Award Letter and/or evidence of payments made into your account within the last three months
AND	AND
in receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) in their own name	A copy of your three most recent monthly ESA/UC award statements.
Students, or their parent(s)/carer(s), are in receipt of one or more of the following benefits* : • Income Support • Income Based Jobseekers Allowance • Income Related Employment and Support Allowance • Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual household income of no more than £16,190 • Universal Credit (with net earnings of £7,400 or less per annum) • Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC) • Guaranteed Element of State Pension Credit • Support under part VI of the Immigration and Asylum Act 1999	Evidence confirming your entitlement to benefits, for example: • Universal Credit Award Notices for the three most recent months • Letter/award notice from Job Centre Plus, Department for Work and Pensions or your Local Authority • Letter/award notice from His Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2025/26 which shows your income from 2024/25. You must provide the full award letter. Any letters provided should be dated within the last three months. If your letter is older than this, please provide a recent bank statement showing a relevant payment going into your account within the last three months. All documents provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.
<i>* If you live between two homes you should apply for a bursary based on the household you live with for the majority of the time. The address on your bursary application and evidence you provide must match the address we hold for you on the school database.</i>	



Priority Bursary: What evidence do you need to provide? (CONTINUED)	
ELIGIBILITY	EVIDENCE REQUIRED
Students who are Young Adult Carers	One of the following as evidence of Young Adult Carer status: • A Local Authority Carers Assessment • A letter from a GP or other relevant professional confirming your caring role • A letter/email from a Carers Centre or Carers Project • A letter confirming someone in the same household is in receipt of Carers Allowance, Personal Independence Payment and/or Disability Living Allowance • A copy of your Young Carers/Young Adult Carers Card AND Evidence of household income: • If the household income is wholly or partly made up by benefits please provide a letter from the relevant agency which confirms your entitlement, e.g. Local Authority, Job Centre Plus or HMRC • If the household income is wholly or partly made up from employment, please provide one or more of the following: ➢ The most recent three months' pay slips ➢ P60 for the 2024/25 tax year ➢ Evidence of self-employment income, e.g. tax return or accountant's letter
<i>* If you live between two homes you should apply for a bursary based on the household you live with for the majority of the time. The address on your bursary application and evidence you provide must match the address we hold for you on the school database.</i>	



Defining 'in care' and 'care leavers'

For the purposes of the 16 to 19 Bursary Fund, the definitions are as follows:

- 'In care' means young people looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.
- 'care leaver' is defined as either:
 1. a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
 2. a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

Most care-experienced young people have, or will have had, a Social Worker.

Foster care, including privately arranged foster care

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the 'in care' criteria for the Priority Bursary.

A young person who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the Priority bursary, but may be eligible for the Discretionary Bursary.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible for help from the Priority Bursary.

Defining Young Adult Carers

For the purposes of the 16 - 19 Bursary Fund, the definition is as follows:

- a Young Adult Carer is a young person between the ages of 16 and 25 who helps care for someone with a disability, mental health condition, substance misuse issue or long term illness.



DISCRETIONARY BURSARY

Discretionary Bursary: Are you eligible?

The Discretionary Bursary can help students who are not eligible for the Priority Bursary, but whose **gross household income is no more than £30,000 per annum**. To be eligible to apply:

You, or your parent(s)/carer(s), are **in receipt of one or more of the following benefits***:

- **Universal Credit with a gross income of no more than £30,000 per annum**: as per guidelines from the Education & Skills Funding Agency we use the take-home pay figure **in addition** to the amount of UC after all deductions to calculate the total monthly income. This amount across three monthly statements is used to work out the approximate annual household income. Please see page 13: **Appendix: Universal Credit Award Notice Calculations for the 16-19 Bursary**
- Working Tax Credit or Child Tax Credit with a gross income of no more than £30,000 per annum
- Housing Benefit or Local Housing Allowance
- Council Tax Reduction Scheme
- Carer's Allowance
- Pension Credit

OR

Your or your parent(s)/carer(s) are not in receipt of one of the benefits listed above but are **employed or self-employed with a gross income of no more than £30,000**.

** If you live between two homes you should apply for a bursary based on the household you live with for the **majority of the time**. The address you give on your bursary application and evidence you provide **must** match the address we hold for you on the school database.*

Please see the table on the next page for the evidence you need to provide.



If you are eligible for the Discretionary Bursary you must be able to provide at least one of the evidence types below:

Discretionary Bursary: What evidence do you need to provide?	
ELIGIBILITY	EVIDENCE REQUIRED
Student or their parent(s)/carer(s) are in receipt of one or more of the following benefit*s: • Universal Credit with a gross income of no more than £30,000 per annum • Working Tax Credit or Child Tax Credit with a gross income of no more than £30,000 per annum • Housing Benefit or Local Housing Allowance • Council Tax Reduction Scheme • Carer's Allowance • Pension Credit	Evidence confirming your entitlement to benefits, for example: • Universal Credit Award Notices for the most recent three months • Letter/award notice from Job Centre Plus • Letter/award notice from the Department for Work and Pensions • Letter/award notice from your Local Authority • Letter/award notice from His Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2025/26 which shows your income from 2024/25. You must provide the full award letter. Any letter provided should be dated within the last three months. If your letter is older than this, please provide a recent bank statement showing a relevant payment going into your account within the last three months. All documents provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.
You or your parent(s)/carer(s) are not in receipt of one of the benefits listed above but are employed or self-employed with a gross household income of no more than £30,000.	We need one of the following for each working parent/carers*: • The most recent three month's pay slips • P60 for the 2023/24 tax year • Evidence of self-employment income, e.g. tax return or accountant's letter
<i>* If you live between two homes you should apply for a bursary based on the household you live with for the majority of the time. The address on your bursary application and evidence you provide must match the address we hold for you on the school database.</i>	



HOW TO APPLY

- The application process is the same for the priority bursary and the discretionary bursary.
- You need to apply online [HERE](#).
- You should apply as soon as possible.

IMPORTANT

- Please complete each section of the online application form carefully and answer all of the questions. We can only process completed applications.
- You will need to upload electronic copies of the required evidence. Please do not send anything via email unless asked to do so. The evidence you submit is assessed as part of your application.
- If you have any problems or questions, please email Mrs Plumb - jplumb@sackvilleschool.org.uk

WHEN TO APPLY

- Please apply as soon as possible. **The deadline for applications is Friday 5 December 2025.**
- If you apply before Friday 24 October 2025, payments will be backdated to the start of term. Applications received after this date will not be backdated and any award will be calculated from the date of application.
- If a student finds themselves in financial hardship after the 6 December deadline, please contact Mrs Plumb as we will always help if we can.

WHAT HAPPENS AFTER AN APPLICATION IS MADE?

- All applications are assessed individually and in accordance with the guidelines.
- We can only process completed applications that include all the required evidence.
- If your application is incomplete, requests for more information will be sent to the student's school email address.
- **All decisions will be emailed to the student's school email address. We try to let you know the outcome of your application within 15 working days.**

If a bursary is awarded the email sent to the student will tell you how much you have been awarded, what the award is for, how the payments will be made and the month in which payments are made. You will also receive information about any conditions attached to the award, for example our attendance expectations.

If a bursary application is refused the email sent to the student will explain why. The most common reason is not completing the application in full or not having the required evidence.



WHAT DOES THE BURSARY COVER?

If you are eligible for a bursary, Sackville School will seek to support you with the following costs:

Travel - if you live more than one mile from school (PRIORITY BURSARY) or two miles from school (DISCRETIONARY BURSARY), support will be provided through the purchase of a ticket/bus pass or a contribution towards travel costs.

Food - eligibility for food costs is assessed at the point of application and our decision is based on the evidence supplied to us with your application.

Essential course related equipment, e.g. textbooks, stationery and equipment.

Compulsory course related trips and visits - non-residential trips in the UK, assessed as and when they arise.

Visits to universities/employers/apprenticeship providers - if the budget allows, we will support the travel costs of the student of up to four visits per academic year (Priority Bursary), or two visits per year (Discretionary Bursary)

UCAS Application Fee - if applicable. The cost of applying to higher education through UCAS is £28.95. If you have received UK government funded free school meals at any point during your secondary education, you will be eligible to have the application fee waived.

WHAT THE BURSARY DOES NOT COVER

General living costs, e.g. mobile phone bill, utility bills, gym membership, accommodation or any activity not related to your education.

Petrol - all awards for travel are based on the cheapest form of public transport available to you, after all available discounts have been applied.

Learning support - for example, counselling, mentoring, extra tutoring or extra-curricular or non-compulsory activities that are not essential to the students' study programme.



CONDITIONS FOR RECEIPT OF THE 16-19 BURSARY

The bursary fund is intended to help you participate fully in your education at Sackville and we expect all students to maintain high levels of attendance and punctuality. Regular and full attendance and punctuality have a direct and positive impact on achievement.

1. Students must be punctual to lessons, assemblies, Learning 4 Life sessions and maintain a good level of attendance, including morning form times, Learning 4 Life and assembly in addition to your subject lessons.
2. Students must keep up to date with their school work and meet attainment targets.
3. Students must adhere to the terms of the Home/School agreement

The school reserves the right to reduce, delay or withhold bursary payments if a student does not meet these conditions.

COMPLAINTS PROCEDURE

Any student or parent who is unhappy with how the school has managed their application for bursary funding should contact Mrs Plumb in the sixth form office in the first instance.



TRAVEL CALCULATIONS

To receive support with travel costs you must live over 1 mile from school (PRIORITY BURSARY) or 2 miles from school (DISCRETIONARY BURSARY). Distances are calculated from the school postcode, RH19 3TY, to your home address.

We use Google Maps to calculate the distance and use the **walking distance** provided. We use this method for all distance calculations to ensure fairness and transparency. You can also work out in advance if you are likely to receive support for travel.

All travel awards are based on the cheapest form of public transport available to you and we expect you to take advantage of any discounts or subsidies available.

The award you are given may not cover 100% of your costs.

The method we use to calculate travel costs aims to ensure that we get the best value from the bursary fund and can help as many students as possible. We strongly recommend that you do your own research to establish the best way of spending any money you receive for travel.

METROBUS

Metrobus currently operates 125 buses across 50 routes through Sussex, Surrey and Kent. They provide urban services in Crawley, Horsham, East Grinstead, Redhill and Reigate.

Some discounted bus travel for students depends on the County in which you live:

SURREY

16-20 year olds living in Surrey can buy child rate single and return (where available) fares on the bus for journeys starting and/or finishing in Surrey with the Surrey LINK card. The LINK card is free and is valid on buses across Surrey (except Transport for London routes).

[Click here for more info and to apply for a Surrey LINK card](#)

EAST SUSSEX

The Freedom Ticket offers unlimited travel on nearly every bus in East Sussex for seven days in a row, including weekends. The Freedom ticket is £15.00 per week (valid as of 1 April 2023) and is issued on the bus as a **paper ticket only**.

If you need proof of age, under 19s can apply for a [3i-D card](#) and download the [East Sussex Age Verification App](#). This will give you proof of age so you can purchase the Freedom ticket, but should only be necessary where your age may be questioned by a driver.

[Click here for more info and to apply for a 3i-D card](#)

KENT

Over 16s in school, college and training can apply for a 16+ Travelcard which provides discounted travel on journeys starting and/or finishing in Kent at all times.

[Click here for details of the KCC 16+ Travel Saver](#)



16-19 Bursary Guidelines 2025/26

Travel Calculations – Maximum Termly Amounts Paid

The following table gives details of the tickets we have used to calculate each maximum termly payment:

Where you travel from:	Mode of transport	Discount available	Ticket prices after discount
West Sussex towns and villages, e.g. Turners Hill, Crawley Down, West Hoathly METROVOYAGER AREA MAP AVAILABLE HERE	Bus	METROVOYAGER When bought online LINK	1 day - £6.70 1 week - £26.40 4 week - £85.90 13 week - £253.50
East Sussex, e.g. Forest Row	Bus	3-iD card Freedom Ticket LINK	£15 per week
Kent, e.g. Edenbridge	Bus	KCC 16+ TravelSaver LINK	£640 per annum



	Ticket	Calculation	Year 12	Year 13
Autumn Term Payments (maximum) excluding Oct H/T (Mon 27 - Fri 31 Oct) Thu 4 Sept - Fri 19 Dec 14 weeks	Metrobus	1x 13 week 1x 1 week TOTAL	£253.50 <u>£26.40</u> £279.90	£253.50 <u>£26.40</u> £279.90
	Freedom Ticket	14x £15	£210	£210
	16+ Travel Saver	TBC	Please contact Mrs Plumb	Please contact Mrs Plumb
Spring Term Payments (maximum) excluding Feb H/T (Mon 16 - Fri 20 Feb) Mon 5 Jan - Fri 27 Mar 11 weeks	Metrobus	2x 4 week 3x 1 week TOTAL	£171.80 <u>£79.20</u> £251.00	£171.80 <u>£79.20</u> £251.00
	Freedom Ticket	11x £15	£165	£165
	16+ Travel Saver	TBC	Please contact Mrs Plumb	Please contact Mrs Plumb
Summer Term Payments (maximum) excluding May H/T (Mon 25 - Fri 29 May) Mon 13 Apr - Wed 22 Jul Y12 - 13 weeks* Y13 - 9 weeks* *Please note Y12 - Reduce by 1 week for WEX Y13 - 13 April - 19 June (9 weeks)	Metrobus	Yr12 1x 13 week Yr13 2x 4 week 1x 1 week	£253.50	£171.80 <u>£26.40</u> £198.20
	Freedom Ticket	Yr12 - 13x £15 Yr13 - 9x £15	£195	£135
	16+ Travel Saver	TBC	Please contact Mrs Plumb	Please contact Mrs Plumb



Appendix: Universal Credit Award Notice Calculations for the 16-19 Bursary

As per the guidance from the Education & Skills Funding Agency (ESFA), if you are in receipt of Universal Credit, we ask that you submit your three most recent monthly award statements when you submit your application.

The take-home pay figure **in addition** to the amount of Universal Credit after all deductions gives the total monthly income. Using three months of statements acts as a guide to the household income for a quarter of a year. This figure is then used to estimate income for a full year.

The screenshot from a claim below shows “What we take off (deductions)”. This shows the take-home pay that Universal Credit takes into account – in the example it is £10. This section will show earnings reported by an employer or self-employed income and expenses reported by the claimant, as appropriate. The formatting of a claim in a mobile view and desktop view will look slightly different, but both will contain the same information.

Assessment period: 14 May to 13 June 2024
[Need help understanding your assessment period?](#)

Your payment this month is

£387

This will be paid by 8pm on 20 June 2024

What you're entitled to

Standard allowance £383.45
You get a standard amount each month. You said you're single.

Total entitlement before deductions	£383.45
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What we take off (deductions)

Take home pay £5.50
[Need help understanding take home pay?](#)
Take home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by you
£10.00

The amount we'll use to work out your Universal Credit is £10.00

Your total take home pay for this period is
£10.00

Every £1.00 you earn in take home pay reduces your Universal Credit by 55 pence.

Total deductions	-£5.50
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Your total payment for this month is
£387.95

The calculation we make based on this example Universal Credit statement is as follows:

$$\begin{aligned} &\text{Take home pay figure} - £10 \\ &+ \\ &\text{Payment after deductions} - £387.95 \\ &= \\ &\text{Monthly income} - £397.95 \end{aligned}$$

If the applicant submits the three most recent monthly statements showing the same amounts then the quarterly income would be:

$$£397.95 \times 3 = £1193.85$$

This sum is used to calculate an annual income of:

$$£1193.85 \times 4 = \underline{\underline{£4775.40}}$$

TAKE HOME PAY

PAYMENT AFTER DEDUCTIONS