



Our ref: AKA/kas/off/6th/corr/25-26/bursary

19th September 2025

Dear Parents and Carers

16-19 Bursary Fund

I am writing to you regarding the 16-19 Bursary Fund. At Post 16, funding for disadvantaged students is replaced by the 16-19 Bursary Fund which is designed to support students in accessing and staying in education. An application is required for the funding, which is allocated based on one of the three levels outlined below:

***Level One: Vulnerable Student Bursary Up to £1200 per annum:**

This will be paid to applicants who are in care, care leavers, young people in receipt of Income Support/Universal Credit and disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance.

*Please note, that to receive this level, the criteria above MUST apply to the student and not parents or carers'.

Level Two: Discretionary Bursary Up to £700 per annum:

This will be paid to applicants where families are receiving Jobseeker's Allowance, Employment & Support Allowance, Income Support, Pension Credit, Universal Credit, Housing Benefit, or Council Tax Benefit.

Level Three: Discretionary Bursary Up to £350 per annum:

This will be paid to applicants with an identifiable financial need who do not fall into any of the categories listed in Level One or Two, but who may find it difficult to stay in education, or could be deemed at a disadvantage when compared to others if their need was not met. This is likely to be where household parents/carers annual income falls below £32,000 (UK median income level).

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The 16-19 Bursary fund is designed to support school based and curriculum spending and can cover the cost of the following items:

- Textbooks/Academic Extended Learning Books (specified by department reading lists).
- Specialist subject equipment, for example graphical calculators for use in A-Level Mathematics.
- Clothing, in line with the Sixth Form Dress Code.
- Hayes School branded sports equipment for use when representing the school in a range of sports.
- Essential Subjects Trips, for example Geography field trips to undertake study for coursework elements. These must be linked to the subject a student is undertaking.
- Stationary (a small supply for students in receipt of the bursary is held within the Sixth Form office for emergency purposes).
- Public Transport Travel costs to and from school (where the use of Oyster is not permitted or accepted).
- Public Transport Travel costs to and from university open days/interviews and apprenticeship interviews.

Please be aware all bursary allocations are held by the school and are paid when costs are incurred by the student.

You can find out more regarding the bursary <https://www.hayes.bromley.sch.uk/sixth-form/sixth-form-life/bursary-application/>

I would encourage students who meet the conditions to receive one of the bursary levels outlined above, to make an application as soon as possible. To do so, students need to complete the application here.

https://forms.office.com/Pages/ResponsePage.aspx?id=VuIRjA2_ZkuiJR7u6LWjKAhYP42SggFDmnlIKKpCDx9UNzIDSFRHTUNZSzcyQkNGSFFSVUc5NzExMSQIQCNjPTEu

Please be aware that the application must be submitted by the student via their school Microsoft365 log in.

In addition to the above, if your child is in Year 13, and was in receipt of the bursary last academic year they must re-apply using the link above.

If you or your child has any questions regarding the bursary, or need support in applying please do contact myself, your child's tutor or Sixth Form Director.

Yours sincerely

Mr A Allred
Assistant Headteacher: Sixth Form



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