

Silverdale School and Sixth Form

Bursary Fund Statement for Post 16

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Chorus Education Trust

Version Control

Version	Section	Amendments	Date ratified:	Author name and job title
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Contents

1.	Purpose of the Bursary	4
2.	Use of Bursary Funds	4
3.	Eligibility Criteria	4
4.	Vulnerable Student Bursary	5
5.	Discretionary Bursary	5
6.	Application Process	5
7.	Data Storage & Disposal	6
8.	Contingency	6
9.	Appeals Process	6

1. Purpose of the Bursary

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

Silverdale, will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund
- Used to widen access to and participation in, post-16 education.

2. Use of Bursary Funds

For eligible learners, a bursary can be used to help pay for the costs related to participation, and can be in-kind or monetary:

- Travel to and from school or placements.
- Meals – to the value of a free school meal unless already eligible for free school meals.
- Essential materials including stationery and educational resources.
- Textbooks – will be purchased by the school.
- Technological devices for learning – will be purchased directly by the school.
 - Disclosure and Barring Service (DBS) checks, for young people as required.
 - Travel and associated expenses for University open day visits – for students only.
 - Course related activities and visits.
 - Sport activities where these relate directly to the course.
 - Specialist clothing, where this is a course requirement
 - UCAS application fee

3. Eligibility Criteria

To be eligible to receive a bursary in the 2026 to 2027 academic year a student must:

- Be aged 16 to 19 on 31 August 2026
- Meet the residency requirements
- Enrol in an accepted study programme at Silverdale
- follow the Silverdale Sixth Form Learning Agreement

There is a limited amount of funding, which means that it may not be possible to support every application. Decisions will be made based upon individual circumstances and actual financial need.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary Bursaries

4. Vulnerable Student Bursary

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups.

The defined vulnerable groups are:

- You're in or you recently left local authority care
- You get Income Support or Universal Credit because you're financially supporting yourself
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

5. Discretionary Bursary

Some students will be eligible for the discretionary bursary and this will be dependent on a number of factors based on a student's individual circumstances and the actual financial need.

This will vary from student to student, depending on, for example, their household income, the distance they need to travel to the school and the requirements of their study program. The amount of financial assistance received is intended to help with the costs of overcoming any barriers that may impact on attendance and learning.

Distribution of this element of the funding is at the discretion of Silverdale School and will be targeted towards young people facing the greatest financial barriers to participation. Students eligible for free school meals will not automatically be eligible for 16-19 discretionary bursary and still need to complete an application.

6. Application Process

For all categories of Post-16 Bursary, completion of an on-line application form is required. This should be submitted by the student. Appropriate evidence must be supplied and securely uploaded. An additional application form requires details of what the applicant needs financial assistance with; this will be provided once bursary approval has been given. The application process for all discretionary elements will assess financial status initially. If the student meets the financial criteria, then their specific request for support will be considered.

Household income evidence will be required, such as:

- Latest statement from Universal Credit
- Letter from DW&P confirming details of the benefits being received
- P60 or last 3 months wage slips

- Tax Credit Award Notice (all pages)
- Evidence of annual income if self employed

7. Data Storage & Disposal

In accordance with the General Data Protection Regulation (2018), personal information collected through the bursary financial assessment and the bursary application forms will be used solely for the purpose of determining eligibility for the 16-19 Bursary Fund. This data will be maintained and removed in accordance with the Chorus Education Trust, Data Protection Policy and the Records Retention Schedule.

8. Contingency

A small amount of funding will be retained for use as a contingency fund to support eligible learners who may experience unexpected financial hardship in unforeseen circumstances during the academic year.

9. Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld, they should follow the Silverdale School, complaints procedure.