

## Townley Grammar School Sixth Form Bursary Fund Guidance 2025-26

Students aged between 16 and 19 years from low income backgrounds whilst in full-time education, may be eligible to receive a payment from the 16-19 Bursary Fund. Schools, colleges and training providers have been given responsibility for awarding bursaries to students, which includes decisions on the amount, when it is paid and the criteria for payments.

Bursary payments are made directly to students' bank accounts by bank transfer.

### Eligibility

Students must be aged 16 or over, but under 19 years on 31st August 2025 to be eligible for help from the bursary fund in the 2025-26 academic year and must have the legal right to be resident in the United Kingdom at the start of their study programme. Students must also satisfy the following conditions to continue to receive the bursary:

- The student must not have unauthorised or unexplained absence from lessons/school
- The student must continue to meet Sixth Form expectations in relation to attendance, punctuality, submission of work assignments and general conduct.

### Types of Bursary

#### **Vulnerable Bursary Up to £1,200**

---

Eligibility	• Students currently in local authority care
Criteria:	• Students who have recently left local authority care
	• Students in receipt of Income Support or Universal Credit in their own name.
	• Students in receipt of Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance or Universal Credit
	• Students must demonstrate that the funds are required for essential costs, as defined below, and must demonstrate this by completing a Statement of Need

---

---

**Payment:** Payment will be made in 10 monthly instalments, October to July, by bank transfer direct into the student's bank account.

### Discretionary Bursary

---

- |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility Criteria:</b> | <ul style="list-style-type: none"><li>● Students currently in receipt of Free School Meals and/or Universal Credit, or whose gross annual household income is less than £30,000</li><li>● Students must demonstrate that the funds are required for essential costs, as defined below, and must demonstrate this by completing a Statement of Need</li><li>● The sum awarded will be at the school's absolute discretion, and assessments will be conducted based on income, circumstances in the household (such as the number of dependent children), identified need and the number of applications received.</li></ul> |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- 

- |                 |                                                                                                                                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment:</b> | <ul style="list-style-type: none"><li>● Cash awards will be payable in 10 monthly instalments, October to July</li><li>● Payments can also be made 'in kind' for some requirements, such as contributions towards trips linked to the student's course.</li></ul> |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Essential Costs

The bursary fund is intended to help students with the essential costs of participating in their study programme, such as public transport costs to and from school; essential books and equipment; specialist clothing that the student might need in order to participate in the course, such as protective overalls or sports kit; contributions towards course-related activities and visits.

The bursary fund is not intended to support costs not related to education (e.g. living costs), extra-curricular activities where these are not essential to the student's study programme, or provide learning support such as counselling, mentoring or extra tutoring.

## Application Process

Eligible students should apply for the bursary as soon as possible after enrolment in September for Year 12, and/or soon after progressing to Year 13, by completing the application form available to download from the Sixth Form section of the Townley Grammar School website. Completed applications, with copies of supporting evidence, should be submitted to the Townley Grammar School Sixth Form office. Initial applications must be submitted by Friday 26th September 2025.

Assessments will be conducted in October, January and April each year to confirm, review and/or authorise ongoing payments. The school reserves the right to cease payments to a student where their level of attendance or behaviour falls below the expectations of the Sixth Form.

## Our Bursary Application Process

Step	Process	Explanation
1	Complete application on Applicca	Follow the link on Townley Grammar School Website and complete the 16 to 19 fund Bursary Application on Applicca including the provision of all relevant documentation <a href="https://www.townleygrammar.org.uk/sixth-form/sixth-form-bursary/">https://www.townleygrammar.org.uk/sixth-form/sixth-form-bursary/</a>
2	Complete Statement of Need	Once the application is completed, complete the statement of need. This provides information for a student's requirements. This can be found on the same webpage included in step 1. <a href="#">16-19 Bursary: Statement of Need Form</a>
3	Discussion with Learning Manager	Following your application, your Learning Manager will meet with you to discuss your Statement of Need and finalise your application.
4	Receive Outcome of Application	After this meeting you will be emailed with the outcome of your application. This will be sent to the student within two weeks of receipt of all valid and correct information relating to the bursary. This will be followed by provision of Bursary or an explanation of why your application has not been accepted.
5	Meet expectations of Townley Grammar School	If you are provided with the 16 to 19 Bursary, you will need to ensure that you follow the expectations of Townley Grammar School Sixth Form including 92% attendance and display positive behaviour for learning.
6	Re-apply in Year 13	Follow the process from step 1 to 5 in September of Year 13