

Claremont Sixth

16-19 Bursary Fund Statement — Academic Year 2026-2027

Claremont Sixth is committed to ensuring that no student faces a financial barrier to following their course of study. This statement sets out how the 16-19 Bursary Fund is administered, in line with Department for Education (DfE) guidance for 2026 to 2027, and with regard to the London Borough of Brent's Post-16 Travel Assistance Policy Statement 2026-2027.

1. Eligibility

A student must be aged 16 or over but under 19 on 31 August 2026 to be eligible for support. Students aged 19 or over may be eligible for the discretionary bursary only if they have an Education, Health and Care (EHC) Plan, or are continuing on the same study programme they began between the ages of 16 and 18.

There are two types of 16-19 bursary:

- Bursaries for young people in defined vulnerable groups
- Discretionary bursaries

2. Bursaries for defined vulnerable groups

Students are eligible for this bursary, of up to £1,200 a year, **if the student themselves are:**

- in care
- a care leaver
- in receipt of Income Support (IS), or Universal Credit (UC) in place of Income Support, because they are financially supporting themselves (or themselves and a dependant), in their own right
- in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP), in addition to Employment and Support Allowance (ESA) or Universal Credit (UC), all in their own right

Evidence required for each category is set out in the Application Form and must be provided and verified before an award is made. Meeting one of these categories confirms eligibility to apply — it does not guarantee a bursary or a specific amount. Every student's actual costs are individually assessed (see section 5); a student whose costs are already met by other means may receive a reduced award, or a 'zero' bursary.

3. Discretionary bursaries

Discretionary bursary awards help students with essential costs of participation — for example travel, meals, books, equipment or specialist clothing. The bursary is not intended to fund learning support (such as counselling, mentoring or tutoring), non-essential extra-curricular activities, or general living costs.

Eligibility for the discretionary bursary is established using household income (see section 4), alongside an individual assessment of each student's actual costs (see section 5). There is no minimum or maximum discretionary award; this depends on individual assessed need and the funding available in a given year.

4. Priority Banding — household income

Household income and indicators of financial hardship are used to establish priority for consideration of discretionary bursary funding. The purpose of the Priority Band is to support the fair allocation of limited funds where demand exceeds the available bursary budget. The Priority Band does not determine the value of an award, which is based on an individual assessment of actual participation costs (section 5).

Annual gross household income (incl. credits/benefits)	Points
Less than £5,000	6
£5,000 – £9,999.99	5
£10,000 – £14,999.99	4

£15,000 – £19,999.99	3
£20,000 – £24,999.99	2
Above £25,000 / not declared	0

Other indicators of financial need	Points
Free School Meals (FSM) in last two academic years	2
Income Support / Universal Credit / other benefit	2
Each additional dependant (under 16, or 16-18 in full-time education, living with the family)	1 per dependant

Points	Priority Band	Purpose*
8 or more	A — Highest	Highest priority for support if demand exceeds available funding
5 – 7	B — Medium	Medium priority for support if demand exceeds available funding
1 – 4	C — Lower	Lower priority for support if demand exceeds available funding
0	D — Not normally eligible	Nil, unless exceptional evidenced need

**The household income banding system is not used to calculate bursary awards. Awards are based on individually assessed participation costs. The banding system is used solely to prioritise applications should demand exceed the bursary allocation available in a particular year.*

5. Costed Needs Assessment — how the award amount is decided

Household income establishes priority; it does not set the award. The amount offered to each student is based on an itemised assessment of their actual costs, recorded on the Assessment Checklist and confirmed in the Outcome Letter. The main cost categories are:

5.1 Travel

Travel costs are assessed net of concessions and any existing local authority support, in line with Brent Council's Post-16 Travel Assistance Policy Statement:

- Where a student is eligible for a 16+ Zip Oyster or 18+ Student Oyster photocard, the assessed cost is the card's one-off administration fee (£22), plus any residual fare not covered by the concession (for example a Tube, DLR, Overground or National Rail portion).
- Where a student already receives travel support from Brent Council (for example a Personal Travel Budget, Independent Travel Training, or council-arranged transport, typically for students with an EHC Plan), this is deducted from the assessed cost to avoid double funding. Applicants are asked to declare any such support on the Application Form.
- For the majority of students, Brent does not provide financial travel assistance beyond the TfL concessionary schemes; funding a student's remaining travel cost through the bursary does not duplicate local authority provision.

Where possible, travel support is provided directly (funding the photocard, or a travel pass) rather than as cash, in line with DfE guidance's preference for in-kind support.

5.2 Meals

Meal costs may be included in a student's assessed need where there is a genuine cost to attending (for example a long day on site with no ability to go home). Before including a meal cost, we check whether the student is registered for Free School Meals (FSM); where they are, that scheme meets the cost and the bursary does not fund the same meal again. Meal support is not a blanket entitlement for all bursary students — it is assessed individually, in the same way as any other cost.

In cases of severe hardship, meal or travel support may be provided for a short period without completing the usual income and evidence checks, ahead of a full assessment. This is intended for a small number of exceptional cases and is recorded separately for audit purposes.

5.3 Books, Equipment, Digital Devices and Specialist Clothing

Assessed against the specific requirements of the student's course. Books, equipment, digital devices, specialist clothing or footwear may be included where they are genuinely necessary to access and participate in the student's study programme. Support is based on an individual assessment of need and is not provided automatically.

5.3a Digital Devices and Technology

A digital device (for example, a laptop or tablet) may be considered as part of a student's assessed need where it is necessary to enable participation in their study programme and the student would otherwise face a financial barrier to access. Requests will be assessed individually and approval is not automatic. The school will consider:

- The requirements of the student's programme of study.
- Whether the student already has access to a suitable device.
- Whether alternative access is available through school facilities or shared family equipment.
- The educational value of the request.
- The cost and value for money of the proposed device.

Where a request is approved, Claremont Sixth will normally provide a subsidy of up to 50% of the cost of an appropriate educational device. The remaining balance must be funded by the student and/or parent/carers.

Devices supported through bursary funding must be of a specification appropriate to the student's educational requirements. The bursary fund will not normally support premium or luxury models where a lower-cost alternative would meet the same educational need.

The school's contribution will normally be made through direct purchase, part-payment or reimbursement of an agreed purchase. The device is expected to be used to support the student's studies throughout their programme.

Where the student remains enrolled and successfully completes their programme of study, ownership of the device will pass fully to the student at the end of the course. Where a student withdraws, transfers to another institution or ceases attendance before completing their programme, the school reserves the right to require repayment of the bursary contribution or return of the device where appropriate.

Digital device support forms part of the student's individual costed needs assessment and is dependent upon available bursary funding. Approval of a bursary application does not automatically entitle a student to support towards a device.

5.4 Other costs

Course-related trips, University/Apprenticeship interview or admission-assessment costs, and UCAS/apprenticeship application fees may also be included where evidenced. Childcare top-ups are only available where the Care to Learn scheme's maximum weekly rate has already been claimed.

6. Household income checks

Household income is checked at the start of a student's programme. Where a student remains on the same programme, we will accept an annual signed self-declaration confirming there has been no change in circumstances, rather than re-checking income evidence every year, unless the student's circumstances or course change, in which case a fresh assessment is carried out.

7. Payment method and evidence

Recurring costs (such as travel) are evidenced with one receipt or fare confirmation, with the ongoing cost calculated against the student's attendance pattern and reconciled each term. One-off costs (equipment, books, trips) are reimbursed against a receipt or invoice submitted as the cost is incurred. Where possible, support is provided in-kind (e.g. a travel card purchased directly) rather than as cash.

Payments are made by BACS directly to the student's own bank account, except in exceptional circumstances where the student cannot manage their own account.

Access to bursary funding is conditional on maintaining at least 90% attendance and expected standards of behaviour. Where attendance falls below this threshold, support may be reduced or paused; this will always be considered on an individual, case-by-case basis before any decision is made.

8. Confidentiality

All applications are treated in confidence. Only staff involved in assessing and administering bursary awards have access to an applicant's financial information.

9. Applying

Application forms are available from Ms Francis in reception from the start of the academic year, and can be submitted at any point in the year. To allow us to assess demand fairly, we ask that forms and supporting evidence are submitted by 3.30pm on Wednesday 30 September 2026. Applications submitted after this date will still be considered, but may result in a less proportionate allocation for the remainder of the year, depending on funds available.

There is no guarantee of a bursary, or of a specific amount, for any applicant — including those in a defined vulnerable group — as all awards depend on evidenced financial need. Students must re-apply each academic year, as eligibility, circumstances and funding can change.

Any student or parent/carer unhappy with how their application has been handled should follow the school's standard complaints procedure.

10. Contact

16-19 bursary queries should be emailed to Ms Francis at sally.francis@claremont-high.org.uk.

The school reserves the right to determine the most appropriate form of support, including direct purchase, reimbursement, in-kind provision, partial subsidy or loan of equipment, depending on the student's assessed need and the funding available.