

# 16–19 Bursary Fund Application Guidance (2025-2026)

## Introduction

The 16-19 Bursary is awarded to eligible students to provide support towards the cost of transport and other course-related costs. The payment of the Bursary award is subject to DfE guidance and Durham Sixth Form Centre's Bursary Policy which can be accessed via:

- <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>
- <https://www.durhamsixthformcentre.org.uk/financial-support/>

The guidance below will help you complete the application form and identify which Bursary you may be eligible to apply for. Bursary payments are only made if students' attendance and behaviour meet the required standard and they remain at Durham Sixth Form Centre. **If your attendance falls below 90% your payment may be reduced.**

## Eligibility Criteria

- Aged 16–18 on 31 August 2025.
- Aged 19+ only if continuing a course started aged 16–18 or with an EHCP.
- Students aged 16 or under are only eligible to receive a discretionary bursary in exceptional circumstances; where a student is following an accelerated study programme.
- UK resident or with legal right to reside in the UK.

## Types of 16–19 Bursaries

A. Vulnerable Student Bursary	
Students in specific vulnerable groups may receive up to £1,200 per year, based on need.	
Criteria: Eligible Groups	Evidence Required
<ul style="list-style-type: none"> <li>• In care / leaving care – confirmation from local authority.</li> <li>• Unaccompanied asylum-seeking children – confirmation from local authority.</li> </ul>	Written confirmation of current or previous looked –after status from the relevant local authority.
<ul style="list-style-type: none"> <li>• Receiving Income Support (IS) or Universal Credit (UC) – award notice in student's name.</li> </ul>	A copy of the award notice clearly stating the claim is in the student's name.
<ul style="list-style-type: none"> <li>• Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.</li> </ul>	A copy of the claim award from DWP & ESA Statement or UC Statement.
This cannot be combined with a Top-up Bursary.	

## B. Discretionary Bursary

There are 2 types of discretionary bursary: Transport Contribution or Free School Meals (FSM).  
**Students may only apply for one.**

Transport	Free School Meals Bursary
<p>Eligibility based on taxable household income and family size:</p> <ul style="list-style-type: none"> <li>You are an only child in a household with a total taxable income of £30,500 per year or less.</li> <li>You have siblings aged 16 or less in a household with a total taxable income of £32,000 per year or less.</li> <li>You have a sibling who also attends Durham Sixth Form Centre in a household with a total taxable income of £33,500 per year or less.</li> </ul> <p>Award based on distance (via AA Route Planner):</p> <ul style="list-style-type: none"> <li>Zone 1 (0–2.99 miles): £525/year (£175/term)</li> <li>Zone 2 (3–4.99 miles): £600/year (£200/term)</li> <li>Zone 3 (5–6.99 miles): £660/year (£220/term)</li> <li>Zone 4 (7+ miles): £750/year (£250/term)</li> </ul>	<p>Eligibility usually continues from the previous year based on school records. <b>Max award: £900 per year.</b></p> <ul style="list-style-type: none"> <li><b>Year 12 Students:</b> Students entitled to receive Free School Meals their previous school should still qualify this year. This data will be sent directly to Durham Sixth Form Centre from their previous school.</li> <li><b>Year 13 Students:</b> Students entitled to Free School Meals last year will still be entitled to them this year.</li> <li><b>Year 14 Students:</b> Students entitled to receive Free School Meals, continuing from Year 13 will still be entitled to FSM this year. Students entitled to Free School Meals in their previous school should still qualify for them this year, their previous school will send us this data.</li> </ul>

## Evidence required for Discretionary Bursary

The following list shows examples of the evidence you can provide of total taxable household income. You will need to provide evidence of taxable income for all members of your household over 19 years of age. Evidence can be submitted in person, or via email to: [bursary@durhamsixthformcentre.org.uk](mailto:bursary@durhamsixthformcentre.org.uk)

- P60's for the whole household & Child Tax Credit Statement
- 3 months of Wage slips for whole household & Child Tax Credit Statement
- Self Employed Earnings (official tax return) APR24 & Child Tax Credit Statement
- Full Working Tax Credit Award Notice 2024/25
- 3x monthly Universal Credit Awards showing all allowances and deductions
- Other Benefits / Pension (award Letter) & Child Tax Credit Statement

For Sole Parents or Carers:

Please provide a copy of your Council Tax Bill to evidence you are claiming single person discount.