

COLAI: 16 to 19 Bursary Scheme 2025/26 Guidance

What is the 16 to 19 school bursary scheme?

16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework.

Who is eligible for the bursary scheme?

The 16 to 19 bursary scheme offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

The standard bursary

To be eligible for the standard bursary you must meet **all three** of the following conditions:

1. Attend City of London Academy Islington Sixth Form as your home school
2. Be starting Year 12 or 13 in September 2025
3. Be aged between 16 and under 19 on 31 August 2025

And fall into one of the following categories;

- A. Receipt of free school meals and/or demonstrate that you are from a low income household
- B. SEN need, or young person with LDD or any disability but who are not in receipt of ESA or DLA or PIP or UC
- C. Young Carer
- D. Teenage parent who is not in receipt of income support or universal credit
- E. A young offender
- F. A learner travelling a substantial distance to attend school
- G. A household with other dependent children or disabled family members

The Vulnerable Groups Bursary

To be eligible for the vulnerable groups bursary you must meet **all four** of the following conditions:

1. Attend City of London Academy Islington Sixth Form as your home school
2. Be starting Year 12 or 13 in September 2025
3. Be aged between 16 and under 19 on 31 August 2025
4. Belong to one of the following groups:
 - a. you're in or you recently left local authority care
 - b. you get Income Support or Universal Credit because you're financially supporting yourself or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
 - c. you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
 - d. you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

How will the bursary be awarded?

The bursary will be awarded to help students to purchase materials, books, equipment and other participation costs. If you are eligible for the bursary, the amount you are entitled to will be based on your individual circumstances, and will be calculated once all applications have been processed. Bursary payments will be paid in instalments in arrears at the end of each half term

What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books, uniform, industry placements, interviews, equipment and other costs associated with your course.

In your application, you will need to demonstrate the participation costs associated with your course.

Are there any conditions attached to the scheme?

Yes. Your school will expect you to maintain good standards of attendance, punctuality, behaviour, classwork and homework. Your bursary payments will be conditional on you meeting these standards.

The conditions will include:

- Regular attendance – **95%** (including authorised study leave), please note those students with attendance of **94-90%** will receive 50% of their bursary payment, 89-85% will receive 25%, where attendance drops below **85%**, no bursary award will be made.
- Punctuality - maximum of one late mark per week
- Appropriate behaviour - not in breach of The City of London Academy, Islington's Dress code policy/Home-School Agreement/Behaviour policy.

How do I apply?

Complete the application form and hand it to Ms Rencher in the Sixth Form Office.

When do I need to apply by and how will I hear the outcome?

The deadline for applying is 17th October 2025. If your circumstances change, or you find yourself in financial hardship later in the year, please see the Head of Sixth Form to review your case.

If you do not include the evidence required (see application form), we will not be able to process your application.

You will be made aware of your bursary entitlement via letter in the spring term.

How long will I receive payments for?

As long as you continue to study at City of London Academy Sixth Form (home school) and meet expected standards, bursary awards will continue for the duration of your attendance at school for lessons and exams during the academic year 2025/26.

New applications must be submitted for consideration every year. The terms of the scheme may change for school year 2026/27.

There is no guarantee that you will receive funding next year even if you are eligible this year.

You won't receive any funding next year (2026/27) unless you reapply.

Who do I contact if I have any questions?

If you have any questions about City of London Academy Islington 16 to 19 bursary scheme, you should, in the first instance, speak to Ms Rencher.

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available here at the following link

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026>

What happens if my financial or living circumstances change?

- If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing.

- Any over payments will be repayable.
- If you change your bank account details you must also write to us immediately.
- If you leave school before completing your course, your payments will be stopped.
- If you transfer to another school/college, your payments will be stopped.
- If your circumstances change, or you find yourself in financial hardship, please see the Head of Sixth Form to review your case.

COLAI 16 to 19 Bursary Scheme 2025/2026

Application form

Before you complete this application form please read the guidance carefully.
Please complete the application form using **BLOCK** capitals in black pen.

Section A – To be completed by all learners

1.1 Your personal details

Learner's surname	_____
Learner's first name	_____
Date of birth	_____
Age on 31 August 2025	_____
Learner's home address	_____ _____
Postcode	_____
Home phone number	_____
Mobile number	_____
National Insurance number:	_____
Have you had the right of abode and been resident in the UK for the last three years?	Yes/No (Please circle)
Parent/carer email	_____

1.2 Your bank or building society account details

If you received the bursary last year and your bank details are the same, please tick here

Account holder name	_____
Name of bank / building society	_____
Branch:	_____
Account number:	_____
Sort Code:	___/___/___
Building society roll number (if applicable)	_____

Please ensure these details are correct

<ul style="list-style-type: none"> • Substantial distance travelled to school 	<input type="checkbox"/>	Please state the distance travelled and include costs on the participation costs breakdown
<ul style="list-style-type: none"> • Additional dependent children and/or disabled family members 	<input type="checkbox"/>	Please state number of siblings under 18 _____ or include additional information in extenuating circumstances for additional circumstances
<ul style="list-style-type: none"> • Other financial hardship 	<input type="checkbox"/>	Please provide information in the extenuating circumstances
<ul style="list-style-type: none"> • Other vulnerable group 	<input type="checkbox"/>	<ul style="list-style-type: none"> ➤ SEN needs, or young people with LDD or any disability but who are not in receipt of ESA or DLA or PIP or UC ➤ Young Carers ➤ Teenage Parents who are not in receipt of income support or UC ➤ Young Offenders

If there are extenuating circumstances within your household that have not been covered above but you would like to be considered as part of this application, please provide the information here

Participation Costs

To help us assess your individual circumstances, please state what you require financial support with and how much

Assistance Requested	Amount required	Time frame (per half term)
Travel to school		
Books/Equipment		
School visits/Trips		
Clothing to adhere to the school dress code		
Laptops/IT Equipment		
Other		

3.1 Learner declaration (to be completed by all learners)

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform Ms Gaunt in writing of any changes in the information given relating to my circumstances.
- I agree to maintain good standards of attendance, punctuality, behaviour, classwork and homework.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any bursary award covers only the school year 2025/26.

Date:..... **Parent Signed:**.....

Parent/Carer Full Name (in block capitals):.....

Date:..... **Student Signed:**.....

Student Full Name (in block capitals):.....