



STATEMENT & GUIDANCE ON THE 16 – 19 BURSARY FUND

2025/26

1. GUIDELINES ON THE 16-19 BURSARY FUND IN 2025/26

These guidelines have been developed to promote fairness and consistency within The City of London Academy, Islington. They do not replace the Education and Skills Funding Agency (ESFA) funding guidance which The City of London Academy, Islington must follow.

The City of London Academy, Islington complies with the requirements of the Equality Act 2010 when setting our criteria and must not discriminate against their students, either directly or indirectly, because of their protected characteristics.

The 16-19 Bursary Fund is provided by the government to help support students who face barriers to participating and continuing in their studies. The financial support you receive is linked to attendance, behaviour and performance.

The City of London Academy, Islington accepts the principles agreed by the Association of Colleges which are set out below:

The purpose of the bursary is to:

- Support and retain students
- Promote a positive attitude to learning
- Support with books, equipment, field trips and other course-related costs

The purpose of the bursary is not to promote individual institutions.

- The bursary should be applied fairly and consistently
- The process must be easily understood and accessible to young people
- The process should identify eligible students in a timely fashion
- The scheme should be designed to maximise the amount of the fund available to support students



2. THE 16-19 BURSARY FUND HAS TWO ELEMENTS:

1. Learners eligible for defined Vulnerable group bursaries

Young people who are in care (or unaccompanied asylum seeker) or care leavers or in receipt of income support (or Universal Credit) in their own name or disabled young people in receipt of Employment Support Allowance (or Universal Credit) and also in receipt of Disability Living Allowance, (or Personal Independence Payments), might be eligible to receive a bursary of up to £ 1,200 a year.

The City of London Academy, Islington may use their discretion to make awards to young people in ways that best fit the needs and circumstances of their learners.

2. Learners eligible for discretionary bursaries

To be eligible to receive a bursary, the young person must be

2.1 Aged under 19 and over 16 on 31st August 2025 or students aged 19 or over are only eligible to receive a discretionary bursary if they:

- are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or
- have an Education, Health and Care Plan (EHCP)

These 2 groups of students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation. Students aged 19 or over are not eligible for the vulnerable student bursary.

2.2 Able to meet the residency criteria in ESFA funding regulations

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



The discretionary awards should be made to the following learners:

A. Learners in other vulnerable groups:

- 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

B. Learners on free school meals and / or whose family income is below £28,000 per year

- Young people in receipt of free school meal in previous school
- Total household income includes employee or self-employed income and/or all benefits. Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families.

B.1 Learners from far distance travelling and/or in financial disadvantage and / or have other dependent children and/or both twins attending The City of London Academy, Islington and/or disabled family members

Discretionary bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books, educational trips and equipment.

There is a possibility of no award or a limited award even after meeting the criteria above and not necessarily all applications submitted will be awarded. Each application will be assessed on their individual level of financial needs.

Guidance on audit and management information requirements is available in the ESFA Guide and Q&A for providers and local authorities:

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



3. CONDITIONS FOR RECEIPT

The application form should constitute a signed contract which states the standards expected from the students and confirms the legitimacy of the evidence provided for household income. False or incorrect information could result in funds being recovered or referral to the police with the possibility of facing prosecution.

All awards will be conditional on the attendance and behaviour of the learners. Award of the bursary may be suspended if these conditions are not met.

All applicants should satisfy the residence criteria. This can be found at <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision/advice-funding-rules-for-16-to-19-provision-2025-to-2026>

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 payment 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.

Payment and distribution of awards

Students will receive half-termly payments per academic year. These will vary from student to student based on the individual circumstances and their actual financial need. The City of London Academy Islington will write to all applicants with the amount that has been awarded following an assessment of their application by the Bursary team. Bursaries will not be awarded if funds are exhausted.

Where funds remain, learners can put forward a case for one-off payments to meet a particular need; support for buying books and equipment; transport or fieldwork costs.



4. HOW DO I APPLY?

All forms must be completed with full and relevant copies of up-to-date proof of household income. Students must also state their relevant needs so these can be assessed. **Bursary fund payments cannot be paid in to any bank account other than in the student name, as they are made directly into the students' bank account.**

Where appropriate, evidence of the required household income **must** be included with the bursary application; incomplete forms will delay payments. **Students are required to apply in both years that they are studying at The City of London Academy, Islington.**

Students will then be informed of their bursary allowances in the autumn term.

5. Additional bursaries and funding

Students who are eligible for any additional bursaries will be notified in writing

6. APPEALS PROCEDURE

If you are unhappy with a bursary decision you should speak to Ms Gaunt in the first instance. If you are still unsatisfied, you can follow The City of London Academy Islington complaint's procedure.

If you have any queries regarding your bursary application – please contact Ms Gaunt, Head of Sixth Form.