

---

# Leicester Adult Skills and Learning Service

Learning for: Work | Life | Leisure | Family

---

[www.leicester.gov.uk/adulteducation](http://www.leicester.gov.uk/adulteducation)

## 16-19 BURSARY FUND

The 16-19 Bursary Fund helps 16- to 19-year-olds continue in education, where they might otherwise struggle for financial reasons. It is made up of two parts

- bursaries of £1200 a year to the most vulnerable young people
- a discretionary fund of £500 per person

Students may also apply for Free School Meals.

Young people in the defined vulnerable groups will receive bursaries of £1200 a year. This group is made up of those:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Eligibility for discretionary funding is based on the household income being below £16,190 or the student's parents being in receipt of Jobseeker's Allowance, Income Support or an equivalent benefit.

Documentary evidence must be provided to be able to claim either element of bursary funding.

To be eligible to receive a bursary in the 2019 to 2020 academic year a student must be aged 16 or over but under 19 at 31 August 2019.

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).

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Young people should satisfy the residency criteria in the ESFA Funding Guidance for 2019/20

Young people should be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted).

Students on apprenticeship programmes, or any waged training, are employed, rather than in education. They are not eligible for the 16 to 19 Bursary Fund.

Young offenders can apply for a bursary if they:

- are serving a non-custodial sentence
- have been released early from a custodial sentence (except on temporary license)
- have been remanded to a non-secure institution

Young offenders cannot apply for a bursary if they:

- are serving a custodial sentence
- have been released from a custodial sentence on temporary license
- have been remanded to a secure institution

### **How do learners apply for 16-19 Bursary funds?**

- Learners complete and sign the Bursary Funds Application Form indicating the support they are applying for.
- Any Appeals to be addressed to the Learner Services Manager, LAEC, 54 Belvoir Street, Leicester, LE1 6QL.

### **How do we administrate and distribute 16-19 Bursary Funds?**

- Reception staff to provide Learner with application form
- Completed application forms with all relevant documentation to be sent to Finance Team, LAEC, 54 Belvoir Street, Leicester, LE1 6QL
- Finance Team will forward requests for Additional Learning Support to Additional Learning Support Co-ordinator, although this should already have been identified on the enrolment form.

For further details please see:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>