Malden Oaks
School & Tuition service

Making the MOST of everyday

16-19 Bursary Policy

Status	Statutory
Review Frequency	Annual
Last Reviewed	Autumn 2026
Next Review Due	Autumn 2027
Responsible for review	Deputy Headteacher (SENCO)
Approval by	Education sub-committee

In developing and reviewing this policy, the school has had regard to the following legislation and guidance, together with other relevant considerations:

Official Guidance	• 16 to 19 Bursary Fund guide: 2026 to 2027

Introduction

The 16-19 Bursary Fund has been set up by the Government to support students to continue in full-time education. The fund is designed to help those who are facing obstacles to completing education overcome them, and we welcome applications from all students or parents on their behalf. All applications will be considered in the strictest confidence. Support for each student can be up to £1200, depending on need.

Who is eligible?

To apply you must fit all the following criteria 1-4;

1. Aged over 16 and under 19 as at 31st August 2026 for this school year
   If you're over 19:
   a. An application can still be made if continuing the same course started between 16-18 or;
   b. Have an EHCP
2. Be a UK resident or registered asylum seeker
3. Either;
   a. Be a vulnerable student, i.e.;
      i. Those in care
      ii. A care leaver
      iii. Get one of the following benefits in your name;
         A. Income Support
         B. Universal Credit
         C. Disability Living Allowance
         D. Personal Independence Payments
         E. Employment and Support Allowance
4. Need the funds to participate in their study programme

What can the funds be spent on?

Funds can be spent on anything that you require to be able to study at Malden Oaks. We usually provide all books, equipment, and stationery required for your studies, as well as covering all costs associated with educational visits. If we do not cover these, you could apply for us to cover them through the bursary fund.

Where you need to travel some distance to attend Malden Oaks, you can apply for funding for travel costs. For example, you could apply for the cost of a 16+ Oyster Zip card, an 18+ Student Oyster card, and/or a 16-25 Railcard where you need these to attend Malden Oaks.

You can also apply for the costs of attending University or College open days, UCAS application fees, or other costs associated with the next steps in your education.

What evidence is required?

Please include the following with your application:

- If you are/were in care, an email or letter from the local authority confirming this (unless we already have evidence of this)
- For Universal Credit / Income Support – a copy of your award notice
- For Disabled Living Allowance (DLA) / Personal Independence Payments (PIP) and Employment Support Allowance / Universal Credit – a copy of your award notice and evidence of receiving DLA/PIP

Screenshots from your online universal credit account are acceptable. You can also talk to your work coach / benefit office if you need help providing evidence

Receipt of the bursary

Where possible, we will grant the bursary by purchasing items for you ("payment in kind"). Where this is not possible, we may pay the money to you directly – this must be into a bank account in your name and you will need to provide receipts to prove how you have spent it. We can help you to open a bank account if you do not already have one.

Fulfilling the bursary and the nature of the support will be at Malden Oaks discretion. There may be conditions attached to any funding at our discretion.

How do I apply?

To apply please complete the form which will then be considered by the Headteacher, Samantha Axbey.

Forms should usually be submitted before the Autumn Half Term, although we may consider later applications if there are exceptional circumstances, including students who were not on roll at the start of the academic year.

Appeals

If you have a complaint about how your application was processed or the outcome of it please use the complaints process hosted on the Malden Oaks website.