

YOUR PATHWAY
YOUR CAREER

Djanogly
City Academy Sixth Form

16—19

Bursary Fund

Guidance

Applications form & supporting evidence must be provided by 4th October 2025.

This guidance is for 2025/ 26 and is subject to change for 2026/27

Application Guidance 2025—26

PLEASE READ

The bursary fund is available and open to all students to provide financial support to cover the cost of items related to educational participation. All applications/enquiries are dealt with confidentially.

ELIGIBILITY CRITERIA

To be eligible the young person must be aged under 19 at the start of the academic year in which they start their programme of study, the young person must satisfy the residency criteria defined in the ESFA funding guidance and must fall into the following categories:

Vulnerable Group

Students in care, care leavers or young people in receipt of income support (universal credit); and disabled young people in receipt of ESA and DLA/ PIP are eligible to apply for financial support for £1200 per year from the vulnerable group 16-19 bursary fund.

Discretionary Group

Students experiencing financial difficulty can apply for financial support. Eligibility is determined by means assessment of combined annual household income (to include salary and/or benefits & Universal/Tax credits) within the threshold limit.

Financial support will be allocated proportionally per year as follows:

Priority	Household Income
High Plus	Under £16,190 (eligible for FSM)
High	£16,191 to £22,000
Medium	£22,001 to £27,000
Low	£27,001 to £30,000

Once we have confirmed your eligibility, the amount of funding you will be eligible for will be allocated according to need. We will assess your need according to the number of household dependents and the distance the student travels to attend Sixth Form.

Students may apply at any time using other exceptional circumstances which are not dependent on previous years financial records. Applications to be made directly to Head of Sixth Form in writing for adjudication, that adjudication to be ratified by a member of SLT.

Termly limits will be applied depending on circumstances and the uptake in specific priority groups.

If a student leaves their learning programme or completes their course, they will not be eligible to receive further payment and any overpaid monies may need to be repaid.

IMPORTANT - Please note that payment figures are subject to change dependent on annual funding and demographic need of students which cannot be pre-determined until enrolment and application to the scheme.

The Sixth Form cannot supplement the bursary once its funds have been used up and no further student claims will be possible during that academic year.

Application assessment & cut off dates

To ensure applications are assessed efficiently, applications should be submitted by 4th October 2025, with first payment being planned to be made in week commencing 20th October. Applications submitted after 4th October will be assessed on an ad hoc basis.

Assessment (attendance & behaviour) & Payment

In order to make payments to students we need to assess the following criteria:

We use attendance data and report card data from across each term. The student's attendance must be at least 96%, report card data in all subjects should be 'Solid' or above or showing significant improvement, students must meet their homework and coursework deadlines and be adhering to all aspects of the learner agreement.

If a student fails to meet the criteria above, they may not be entitled to their bursary payments.

How are payments made?

Payments are made to students only, not a third party. Payments are made by BACS (direct to the bank) so it is important students have their own bank account set up and complete the BACS section of the application form.

The bursary is split into two sections– Block payment every 3 weeks & Reimbursement.

Block Payment

Part of the student's entitlement will be paid in block payments every 3 weeks starting in the week commencing 20th October. The amount will depend on their priority group and the number of applicants to the scheme. This will be confirmed by letter once all applications have been fully processed in the autumn term.

Reimbursement

We prefer to make payments in kind and encourage the use of the bursary to reimburse students' cost of travel, essential books, equipment or specialist clothing. This can be paid on a reimbursement basis; receipts must be handed into the Sixth Form office in order to have the amount reimbursed. Where a student is unable to make an outright purchase and seek reimbursement, they should contact the Sixth Form office to discuss alternative methods of purchase.

If you are unsure that the bursary would reimburse you for an item you would like to purchase, speak to the Sixth Form Office prior to purchasing the item for clarification.

IT & TECHNOLOGY PROVISIONS

ONLY one payment for a laptop/ computer/ printer or technology device will be made during a student's studies whilst in Sixth Form.

- Printer purchases
- Headphone
- Technology items must be purchased during the Autumn term. Any purchases after this time may NOT be reimbursed. Receipts must be handed into the office.
- We are unable to reimburse iPad/ Tablet devices.






TRANSPORT

Academic or Yearly bus passes purchased & receipts handed into the Sixth Form office.

Daily bus passes will NOT be reimbursed.

*Yearly bus passes- the bursary will only reimburse for the months you are in education at the Sixth Form.





RESOURCES & EQUIPMENT

Stationery (Pens, Pencils, Paper, notepads, Maths equipment, printer ink, desk organisers– such as files, folders, plastic wallets etc).






MEALS WITHIN THE ACADEMY/ SIXTH FORM

includes: breakfast, break & lunch. Food &/ refreshments can only be purchased from the dining hall. We are unable to reimburse for meals purchased offsite or from the onsite vending machines. You will need to inform the office if you

EDUCATIONAL TRIPS/ VISITS

Once a commitment to a trip has been made and bursary fund used towards the cost this money cannot be refunded if for any reason a student withdraws their commitment.



YR13 EXAMINATION RESITS, UCAS & UNIVERSITY VISITS

YEAR 13 ONLY: up to 2 per academic year



UCAS application fee

Transport fees to university interviews/ Open days.

COURSE SPECIFIC

Course textbooks and stationery items linked to your course such as art supplies.

Ask your teacher for an idea of what supplies to purchase





SPECIFIC HARDSHIP

Dependent on circumstances.

Speak to the Sixth Form office regarding specific hardship.

BACK PACKS, HOLDALLS, CLOTHING FOR PLACEMENT

Students can be reimbursed for clothing and equipment that they require in order to attend placements essential to their course.

