North Oxfordshire Academy
The best in everyone™
Part of United Learning

North Oxfordshire
16-19 Bursary Guidance
2026-27

What is a bursary?

It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

The bursary will open 2 times in the academic year: **September and January.** Payments will be made in November and February.

Who is eligible?

- Students who are over 16
- Students who are under 19 by the 31st August before the academic year in question. If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Students who have been based in the UK for 3 years or more
- Students whose family is receiving benefits
- Students whose family has a gross total income of £20,817 - £25,521

Students who are in full time education at North Oxfordshire Academy will receive funding based on their requirements and a decision will be made based on attendance (95% or above), learning and behaviour around the academy.

Bursary Types:

a. Vulnerable young person, up to £1,200 per year (depending on need).

b. Discretionary Bursary – Band 1. Those whose household income is £16,190

or less per year. The amount paid will be dependent upon the total allocated to the school for the academic year and will be larger than Band 2.

c. Discretionary Bursary – Band 2. Those whose household income is £16,190 -£20,817 per year. The amount paid will be dependent upon the total allocated to the school for the academic year and will be less than Band 1.

d. Discretionary Bursary – Band 3. Those whose household income is more than £20,817, but less than £25,521 per year. The amount paid will be dependent upon the total allocated to the school for the academic year and will be less than Band 2.

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e. In-kind bursary payment – for students with an identifiable financial need to finance education-related costs (for example materials, CRB checks for students on care courses, course-related trips, UCAS fee/travel to open days, exam re-sit fees)

It is up to institutions to decide which students will receive a discretionary bursary and how much they will receive. However, they should be targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment. Institutions should not make blanket or flat rate payments to all students

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SECTION 1:

We need **all** contact details. Please provide up to date numbers and addresses to reach you or your parental contact.

SECTION 2:

Please tick **one** box.

SECTION 3:

Course details need to include the course title (e.g. A Level Psychology)

SECTION 4:

If you have answered 'yes' to any of the questions, please provide proof of address **as well** as any of the following:

- A letter stating that your family receives an allowance
- Income Support Statement
- Disability Allowance letter/statement

SECTION 5

Please only select **one** of the Bands. The following evidence will need to be provided to support your application.

Band 1:

- Income Support Statement/Letter
- JSA statement
- Housing Benefit letter/statement.
- Inland Revenue Letter

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- P60's

Band 2:

- Most recent Pay slip from employer.
- Letter of employment stating annual income.
- P60's, SF1, SF2 (You can request a statement of earnings from the HMRC)

NB: Bank statements showing funds being deposited without a clear reference will not be accepted.

Band 3:

Tick one box and provide details of what you require and this will be taken into account for discretionary bursary or in kind-payments.

Further Notes:

Students that apply should be assessed individually and awarded a bursary based on their actual financial need. This assessment should be documented and the evidence obtained to support the amounts being claimed should be retained for audit purposes.

Institutions should:

•assess each student's actual need for financial help before deciding to make an award, and if so how much and inform students via letter how much they have been awarded

•document the assessment, get evidence to support the amounts being claimed and retain it for audit purposes.

All data provided to schools for the bursary will be kept secure and will be GDPR compliant. Any student or parent information which will be held on file will be used solely for the purposes of the bursary and allocation of funds.

Forms should be completed online in by **30th September 2026.** Any forms completed after this time may not be accepted. All Forms completed online must include evidence to support the application for the discretionary bursary. For those applying for the vulnerable bursary, evidence will also be provided but there will be support from the school and local authority in providing this.

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