



16-19 Bursary Policy 2026/2027

The 16-19 Bursary Fund is a dedicated resource established to provide crucial financial assistance to students enrolled in our Sixth Form. This bursary is designed to ensure that all students, regardless of their financial circumstances, can attend school every day, fully prepared, and can meet all the required academic standards for both in-school and home study. We believe that financial barriers should never prevent a motivated student from achieving their full potential and reaching their aspirational goals. By removing these barriers, we aim to foster an inclusive and supportive learning environment.

Eligibility and Purpose

The 16-19 Bursary is available to any student on the roll of Henley Bank High School Sixth Form who may require either ongoing support throughout the academic year or a one-off payment for a specific item or need. It is intended to help cover essential costs directly related to a student's education and attendance.

Who Should Apply?

We encourage applications from students and families eligible for financial support, including, but not limited to:

- Families with a low income.
- Families currently in receipt of state benefits.
- Students who are eligible or currently receiving Free School Meals or have done in the past.
- Any student or family who is genuinely struggling to find the necessary funds for essential educational items or activities.

What the Bursary Can Cover (Examples are not Exhaustive):

The fund is flexible and can be used to support a wide range of educational expenses. Examples of items and services that the bursary may help with include:

- **Attendance and Travel:** The cost of a bus pass or other regular public transport fares (e.g., train tickets) to ensure consistent attendance at school.
- **Essential Equipment:** Necessary stationary items, subject-specific equipment (e.g., calculators, art supplies), and, crucially, a Chromebook or other suitable device to ensure access to online study resources and the ability to complete homework and assignments at home effectively.
- **Academic Resources:** Purchase of essential revision guides, textbooks, and resources recommended by subject teachers to support deeper learning and exam preparation.
- **Progression and Aspiration:** Covering the cost of train tickets or other travel expenses to attend university open days, interviews, or essential work experience placements that are a required part of a student's progression pathway.
- **Uniform and Dress Code:** Assistance with the cost of appropriate clothing and/or footwear necessary to adhere to the Sixth Form dress code.

Stephen Derry, Headteacher



Application Process:

We have streamlined the application process to be as straightforward and supportive as possible.

1. **Speak to the Sixth Form Team:** Discuss your situation in confidence with any member of the Sixth Form Team. They can provide guidance, answer questions, and assist with the application.
2. **Complete the [Google Form](#):** Access and complete the dedicated online Google Form linked within the Sixth Form area.

Information Required:

When making a request, it is essential to provide comprehensive information to allow our team to make a fair and timely assessment. Please ensure you include:

- A clear explanation of why you require the financial support (e.g., low income, unforeseen financial difficulty).
- A specific description of what the requested funds will be used for (e.g., purchase of a specific revision guide, cost of a monthly bus pass).
- Accurate and verified costings for the item(s) or service(s) requested (e.g., a quote, screenshot of the price, or a receipt if claiming a reimbursement).

Assessment and Response:

Each application is treated with the utmost confidentiality and is assessed on its individual merits by a dedicated team within the school. We are committed to processing all applications efficiently. We endeavour to provide a definitive response to the applicant within **two weeks** of receiving the fully completed application form and all necessary supporting documentation.

Our ultimate goal is to ensure that every student at Henley Bank High School Sixth Form has the maximum opportunity to succeed, fulfill their potential, and reach their chosen aspirational destinations by proactively removing or mitigating financial barriers wherever possible.

Stephen Derry, Headteacher

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