

Bursary Fund Guide for Students & Families

Financial help to get to school and support your learning

Academic Year 2026–2027



What is the 16–19 Bursary Fund?

The 16 to 19 Bursary Fund is government money given to Five Acre Wood to help students who face financial barriers to attending school. Our school prioritises **transport costs** — because we know that getting to school is the biggest challenge for many of our families. This is your guide to how it works, who can get help, and how to apply.

WHO CAN APPLY



Guaranteed Group

Up to £1,200 per year if you are in one of these four groups **AND** have transport or other costs:

GROUP	EVIDENCE NEEDED
✓ In care (looked after by the council)	Letter from Local Authority
✓ Care leaver	Letter from Local Authority
✓ Universal Credit or Income Support in your own name	UC/IS award notice
✓ DLA/PIP AND ESA/UC — both benefits, in your own name	Both award notices



Discretionary (everyone else)

If you don't fall into the above groups, you may still get help based on your family's household income. The school will look at:

- Your total household income
- Number of people in the home
- Your travel distance to school
- What costs you have to participate

⚠ LIMITED BUDGET

Discretionary funds are limited. Not everyone who is eligible will get the full amount they request. Transport costs are our top priority.

⚠ DLA or PIP alone is NOT enough — you need both DLA/PIP and ESA/UC

Transport is our priority

Five Acre Wood School is in a rural area. We know transport can be costly. Transport to and from school is the **primary purpose** of our bursary. Here's how we calculate your travel support:

Cost of 1 journey **×** Days per week you attend **=** **Your weekly travel support**

Example: Your journey costs £5.50 each way (£11.00 per day) and you attend 4 days a week → **£44.00 per week** travel support. We keep one receipt as evidence and link payments to your actual attendance.

i Important: You must also apply to Kent County Council (KCC) for their Post-16 Transport support. Our bursary works alongside KCC's help — it does not replace it.

WHAT WE CAN PAY FOR

Travel

- Bus, taxi or train fares
- Travel passes or cards
- Return journeys to school

School Essentials

- Required textbooks
- Course equipment
- Specialist clothing needed for your course

Emergency Help

In a crisis, we can provide temporary travel or meal support quickly — before the full paperwork is done. Ask us.

✗ What the bursary cannot pay for

- ✗ Rent, bills or household living costs
- ✗ Mobile phones or personal items
- ✗ Non-essential after-school activities
- ✗ Counselling or tutoring services
- ✗ Travel already paid by KCC transport
- ✗ Rewards or bonus payments for attendance

HOW TO APPLY — STEP BY STEP

1

Get the form

Collect a bursary application form from



2

Fill it in

Complete all sections including your



3

Gather evidence

Collect the required documents (see table



4

Submit form

Return the completed form and evidence to



5

We assess

We review your application and



6

Decision letter

We write to you with the outcome,

school
reception
or
download
from our
website

transport
details
and
household
income

above).
Include
one travel
receipt

the Bursary
Administrator

calculate
your
actual
costs

amount,
payment
method
and
conditions

⚠ IMPORTANT — PLEASE READ

There is no guarantee of funding — even if you qualify, the amount we can award depends on our available budget and your actual assessed costs. Students with no transport or participation costs will not receive a bursary. Our budget is limited and cannot meet all needs in full. Payments are conditional on attendance and good behaviour. All information is treated in strict confidence.

HOW WE PAY



Preferred: In-Kind

Wherever possible, we pay by providing the support directly:

- Bus passes or travel cards
- Taxi or transport vouchers
- Books and equipment provided directly



Bank Transfer

If a direct payment is needed, we pay by bank transfer (BACS) to your own bank account — not cash in hand. You must be 16+ to open a basic bank account.

Payments are made weekly or fortnightly — never in one large lump sum.

Questions? We're here to help.

Contact the Bursary Administrator at Five Acre Wood Special School.
All enquiries are treated in strict confidence.



Five Acre Wood School, Minterne Avenue, Maidstone, Kent



Enquiries: speak to reception in confidence



Forms available from reception and on the school website

Deadline

APPLY EARLY

September

2026

Late applications considered
where budget remains

