

17 July 2026

Dear Parent or Carer and Student,

RE: The 16-19 Discretionary Bursary Fund – Academic Year 2026/27

Young people entering post-16 education may be eligible for a discretionary bursary for the duration of their study to help with travel, meals, stationery, books, pens, other equipment and specialist clothing depending on annual household income. This is to support young people who may have financial barriers to attending further education.

You can apply for the Discretionary Bursary if you have an annual household income below £45,000.

The banding criteria are as follows with **Band 1 taking priority** for funding where we have a large amount of applications.

Band 1 - Household annual income below £24,000

- Travel Bursary - The cost towards a bus/train pass will be up to 100% refunded.
- Lunch Card - If you are not in receipt of FSM you will receive a daily allowance of £2.75 per day. If it is not used that day it will be lost.
- Stationery, books, pens, other equipment and specialist clothing will be funded depending on funding availability - separate form to be completed with requirements. These purchases will be approved first and then ordered by the Finance Manager.

Band 2 - Household annual income between £24,001 and £29,000 - funded depending on funding availability.

- Travel Bursary - The cost towards a bus/train pass will be up to 75% - 100% refunded.
- Lunch Card - If you are not in receipt of FSM you will receive a daily allowance of £2.75 per day. If it is not used that day it will be lost.
- Stationery, books, pens, other equipment and specialist clothing will be funded depending on funding availability - separate form to be completed with requirements. These purchases will be approved first and then ordered by the Finance Manager.

Band 3 - Household annual income between £29,001 and £34,000 - funded depending on funding availability.

- Travel Bursary - The cost towards a bus/train pass will be up to 50% - 75% refunded.
- Lunch Card - If you are not in receipt of FSM you will receive a daily allowance of £2.75 per day. If it is not used that day it will be lost.
- Stationery, books, pens, other equipment and specialist clothing will be funded depending on funding availability - separate form to be completed with

requirements. These purchases will be approved first and then ordered by the Finance Manager.

Band 4 - Household annual income between £34,001 and £45,000

Travel Bursary - The costs towards a bus/train pass will be up to 50% of the cost - this is the only funding available in this Band for a discretionary bursary.

All Bus Passes must be purchased in advance from www.eastriding.gov.uk/schooltransport and evidence of receipt attached to application form. Driffield School will not pre-purchase any bus passes for students. The cost towards a bus pass will be refunded by bacs, please provide us with your bank details – a separate form is available to be submitted with your claim, once the application form has been processed and approved.

You can apply for a Discretionary Bursary at any point throughout the year (subject to available funding). We aim to assess all applications and approve them as quickly as possible but this is not guaranteed. Once your application has been processed and approved we inform you in writing within 7 days.

A copy of the Discretionary Bursary Application Form is attached in this email or you can collect one from Miss Bateman in the Sixth Form office.

There is also a Vulnerable Students Bursary which is a guaranteed amount of up to £1,200 for young people who are under 19 and are:

1. In receipt of Income Support.
2. In care or are Care Leavers.
3. In receipt of Employment Support Allowance and Disability Living Allowance.

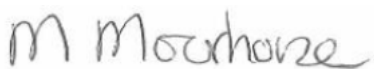
When applying for this bursary it is specific items, and this is to be completed termly. More information regarding this can be given if requested.

If you have any questions regarding the 16-19 Bursary Discretionary Bursary please do not hesitate to contact me either by email or on the contact telephone number and extension below.

Please return your applications to:

Mrs M Moorhouse
Driffield School & Sixth Form
Manorfield Road
Driffield
YO25 5HR

Yours faithfully,



Maxine Moorhouse
Finance Manager
01377 253631 ext 112