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— School —

16-19 BURSARY POLICY

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September 2025 – updated content in line with [16-19 guidance](#); increased family income total

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Overview

The fund is from the Department for Education for 16-19 year olds. It is designed to support students whose access to, or completion of, education is inhibited by vulnerability or financial constraints. This policy describes how the school will distribute funds allocated by the government to support students in undertaking Sixth Form study.

For all bursaries, students must be aged between 16 and 19. Students over the age of 19 may be eligible for a discretionary bursary if they are continuing a study programme they began aged 16 to 18, or have an Education Health and Care Plan (EHCP).

Students on apprenticeship programmed are not eligible as this is classed as employment.

Types of Bursary

There are three types of Bursary available:

1. **Vulnerability** (Defined Vulnerable Groups) - Bursaries of up to £1,200 for those who are in financial need and:
 - Students in care
 - Care leavers (students that were previously looked after for a qualifying period defined by Government document '16 to 19 Bursary Fund guide')
 - Students claiming Income Support or Universal Credit
 - Disabled young people who also receive Employment Support Allowance and Disability Living Allowance
 - Unaccompanied asylum-seeking childrenStudents have to be aged at least 16 and under 19 years of age on 31st August. If the student falls into this category, then they should speak to the Head of Sixth Form. Evidence will need to be collated for this bursary. The funding is guaranteed, but evidence of how much funding required will need to be kept by the school.
2. **Discretionary** – bursary paid out to students facing genuine financial difficulties which may affect their participation in education. This is where the household income is below £32,000.
3. **Exceptional Circumstances** - This is for those students with a short-term financial setback but with no evidence of benefits. Award for this is at the discretion of the school and can only be on a short-term basis (eg. one term)

Application and award

Students with an annual family income of less than £32,000 can apply for a discretionary award through the online system [\(Applicaa Bursary 16+\)](#)

Students have to make the application and upload evidence with the support of a family member and the school's Sixth Form Learning Mentor. The application requires information on the following:

- Student details
- Programmes of study
- Family Income including evidence of eligibility (this is all prompted in the system)

Once the form - including evidence - is completed, the school reviews the application and makes a decision on whether it is awarded. Notification of award is sent through the system, directly to the student. A meeting then takes place between the student and the School Business Manager/Learning Mentor to discuss and decide how to make a claim for support. Please see the section on acceptable requests for further information, if you are successful.

The maximum award will be dependent on individual circumstances but will not exceed £1,200. The total awards will not exceed the funding made available to the school in any one financial year. Should valid requests exceed the amount the school has, then a scaling will be applied to awards.

The school recognises that family and individual circumstances can change, therefore applications can be made at any point within the school year through Applicaa. The school encourages all students to apply where a change in circumstances has occurred.

The school encourages applications at the start of the year, but they can be made at any time during the year.

Information for all Bursary Requests

Acceptable requests for support for a bursary

The level of bursary support provided will be dependent on the costs students can demonstrate they incur through their Sixth Form study. Documentary evidence of these costs must be uploaded to Applicaa, unless the cost is a charge made by the school. Examples of costs would include (but are not limited to)-

- Travel to and from school
- Personal Protective Clothing or necessary clothing required for a course.
- Books, materials and equipment needed for a particular course (such as for art or other practical subjects)
- The cost of educational visits related to courses.

Where possible, the school will complete the purchase, so the request is normally made prior to purchase. This follows the national guidance and our Trust's Financial Regulations. However, reimbursements can be made in exceptional circumstances. Please be aware that **purchases made prior to approval may not be paid.**

Award payments should be made and claimed by the end of May where possible – it is only in exceptional circumstances that a claim and payment would be made beyond this date.

Conditions of payment for all bursaries

Payment is conditional on the following grounds:

- **good attendance** including punctuality. Good attendance means that student's average attendance remains above 95% for the year. All absences must be properly notified and authorised by the school. Known absences (e.g. medical appointments, University visits etc.) should be notified to the student's tutor. Holidays during term time and prolonged medical absences (unless the student is remote learning) will not be paid as the bursary is awarded to support participation in education.
- **good approach to study.** A good approach means that a student works consistently hard in class and endeavours to meet all independent study expectations and deadlines. Once a student has applied for a bursary their study habits will be monitored through the Sixth Form Centre and Teaching Staff.
- **Behaviour** in lessons, around the school and the local community in school hours are also conditions of payment. If there are concerns raised by staff or the local community then the

bursary payments will be in question.

A positive approach to attendance and study are expected by all students in our sixth form regardless of their eligibility for a bursary award. If the student falls short on the expectations of the school and grant, in terms of behaviour and/or attitude to learning, then future Bursary payments may be stopped/withdrawn.

If the student leaves the roll of the school, they will no longer be eligible for bursary support. No further payments will be made, and any resources or equipment must be returned to school.

Decisions made about Bursaries

An appeal about any decision in the first instance needs to be made to the School Business Manager (SBM). Following a response from the SBM, the appellant may wish to contact the Headteacher and the relevant AGS governing body committee.

Audit and record retention

All application forms including the decision made will be kept for the appropriate period and an audit trail will be maintained on the finance system.

Appendices

Further information on the bursary scheme can be found at <https://www.gov.uk/1619-bursary-fund>