

Sixth Form Bursary Policy

Policy Type: Discretionary
 Issue Date: 3rd September 26
 To Be Reviewed: Triennially: 3rd September 29
 Approved by: CEO
 Policy Owner: Lyndsay Roe, Abbie Mellor & Ben Welsford

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
7.1	Addition of responsible staff members
7.3	Addition of KC Post 16 Core Values

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
SLT	Senior Leadership Team
EHCP	Education and Health Care Plan
ESFA	Education and Skills Funding Agency
IS	Income Support
DLA	Disability Living Allowance
UC	Universal Credit
PIPs	Personal Independence Payments
ESA	Employment and Support Allowance

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1. Aims

1.1. Our school aims to:

- 1.1.1. Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- 1.1.2. Make clear to parents and students the type of support which is available and the means of applying for it
- 1.1.3. Make clear to parents and students the attendance and behaviour conditions for receiving the funds

2. Guidance

- 2.1. This policy is based on advice from the Education and Skills Funding Agency (ESFA) and Department for Education (DfE) on the 16 to 19 bursary fund guidance 2025 to 2026.

3. Definitions

- 3.1. 'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989)
- 3.2. 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- 3.3. 'Care leaver' is defined as:
 - 3.3.1. A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, or
 - 3.3.2. A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

4. Roles and Responsibilities

4.1. The Governing Body

- 4.1.1. The governing board has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the Headteacher.
- 4.1.2. The governing board also has overall responsibility for monitoring the implementation of this policy.
- 4.1.3. In our school, monitoring the implementation of this policy has been delegated to a member of SLT.

4.2. The Headteacher

- 4.2.1. The Headteacher is responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.

4.3. Staff

- 4.3.1. Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently.
- 4.3.2. The senior leadership team will provide staff involved with implementation of the 16 to 19 bursary fund with appropriate training in relation to this policy and its implementation.

4.4. Parents/Carers

- 4.4.1. Parents/Carers are expected to notify staff or the headteacher of any concerns or queries regarding this 16 to 19 bursary fund policy.

5. How We Use the Bursary Fund

- 5.1. Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.
- 5.2. The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.
- 5.3. There are two types of 16 to 19 bursaries:
- 5.3.1. Bursaries for defined vulnerable groups; and
 - 5.3.2. Discretionary bursaries
- 5.4. We use the fund to provide students with support for:
- 5.4.1. Transport to and from school.
 - 5.4.2. Books required for their courses of learning.
 - 5.4.3. Equipment required for their courses of learning
 - 5.4.4. Clothing for school in exceptional circumstances
 - 5.4.5. UCAS application fees
 - 5.4.6. University entrance examination fees
 - 5.4.7. Field trips and other course-related costs
 - 5.4.8. The costs of attending university interviews and open days
 - 5.4.9. Costs associated with examination re-sit and entries.
- 5.5. Funding will be provided 'in kind' where possible, and to the students' bank account when not able to be paid 'in kind'.

6. Eligibility Criteria for the 16 to 19 Bursaries

6.1. Age

6.1.1. To be eligible for either bursary in the current academic year, students must be at least 16 years old but under 19 years old on 31 August of the academic year in which their application is made.

6.1.2. Students aged 19 or over are eligible only for a discretionary bursary if they:

6.1.2.1. Are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or

6.1.2.2. Have an education, health and care (EHC) plan

6.1.3. Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

6.1.4. In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

6.2. Eligible Education Provision

6.2.1. Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into one of these groups:

6.2.1.1. Be funded directly by the ESFA or by the ESFA via a local authority;

6.2.1.2. Be funded or co-financed by the European Social Fund;

6.2.1.3. Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19; or

6.2.1.4. Be a 16 to 19 traineeship programme

6.2.2. Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

6.2.3. Students are not eligible if:

6.2.3.1. They are on an apprenticeship programme; or

6.2.3.2. Are on any waged training

6.2.4. Students who are studying via distance learning are eligible for either 16 to 19 bursary but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case-by-case basis.

6.3. Residency

6.3.1. Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

6.4. Asylum Seekers

- 6.4.1. Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.
- 6.4.2. We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.
- 6.4.3. Unaccompanied asylum-seeking children:
 - 6.4.3.1. Are the responsibility of the local authority;
 - 6.4.3.2. Are to be treated as 'looked after' children; and
 - 6.4.3.3. Are eligible for a bursary for vulnerable groups, where they have a financial need
- 6.4.4. When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

6.5. Bursaries for Young People in Defined Vulnerable Groups

- 6.5.1. Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.
- 6.5.2. The defined vulnerable groups are students who are:
 - 6.5.2.1. In care (NB: those who are privately fostered are not classed as looked after);
 - 6.5.2.2. Care leavers;
 - 6.5.2.3. Receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; or
 - 6.5.2.4. Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- 6.5.3. UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.
- 6.5.4. Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not

have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

6.5.5. Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and base the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

6.5.6. We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

6.5.7. If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

6.5.8. We will review the student's eligibility position at the start of their 6th form studies. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

6.5.9. We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided it as regular payments for living costs.

6.6. Discretionary Bursaries

6.6.1. In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

6.6.1.1. Medium Priority Group 2 Bursary

The student is eligible for free school meals

AND

The gross annual household income is below £20,000

6.6.1.2. Medium Priority Group 3 Bursary

Students of families with an annual household income below £25,000.

6.6.2. Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

6.6.3. In assessing any application for a discretionary bursary, we will consider:

6.6.3.1. Level of household income

6.6.3.2. Distance to travel between the student's home and the institution, or a location for a placement

- 6.6.3.3. The number of dependent children in the student's household
- 6.6.3.4. The requirements of their study programme
- 6.6.3.5. Whether the student has additional responsibilities that may mean they need extra help

6.6.4. There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

6.6.5. Amounts paid will be subject to the number of students in the category and the availability of funds.

6.6.6. We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

6.7. Evidence

6.7.1. All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

- 6.7.1.1. A copy of the UC or IS award notice, in the student's name
- 6.7.1.2. Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills
- 6.7.1.3. Written confirmation of the student's current or previous looked-after status from the relevant local authority
- 6.7.1.4. A copy of the UC claim from Department of Work and Pensions, or three months of monthly award statements.
- 6.7.1.5. A copy of a P60 demonstrating household income

7. Application and Payment Process

7.1. Applications

7.1.1. The application form for the 16-19 bursary can be found on the school website here or can be obtained on paper from the Sixth Form Administrator. Applications should ideally be submitted by October 1st to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form. However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

7.1.2. All applications should be completed in full and supported by appropriate evidence of eligibility. They should be submitted to the Sixth Form Administrator or Post 16 Centre Manager, who will pass them to the Assistant Headteacher or Head of Post 16 responsible for Bursary Awards. The applications will be considered following 1st

October deadline and a meeting between the Assistant Headteacher or Head of Post 16 responsible for allocating the awards and the student will take place to discuss whether the bursary has been awarded or not. Successful applicants will be expected to sign a bursary agreement confirming how the bursary will be used.

7.1.3. Applicants will be notified in writing whether their application has been successful, together with the amount of funding awarded and the dates it will be paid.

7.1.4. If a student wishes to appeal the outcome of their application for a bursary, they must initially contact the member of the Senior Leadership Team or Head of Post 16 with responsibility for 16 to 19 bursary allocation and, if still not satisfied, follow the schools' complaints procedure.

7.2. Payment Process

7.2.1. Where possible, bursary payments will be paid 'in kind'. For example, school trips may be paid for directly by the school, equipment or textbooks may be provided directly.

7.2.2. If this is not possible, the payment of the 16 to 19 bursary will be paid by BACS payment direct to the young person's bank account in monthly instalments from November (Term 2) to support students with budgeting.

7.2.3. Receipts for payments made by students using the bursary should be handed to the 6th form administrator for verification of the bursary use.

7.3. Conditions for the receipt of bursary payments

7.3.1. Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

7.3.1.1. Demonstrate the Southfield Way by:

7.3.1.1.1. Being ready, attending school in line with expectations of 95% (individual circumstances will be considered)

7.3.1.1.2. Be respectful, have an excellent behaviour record as evidenced by a students' behaviour log on Arbor

7.3.1.1.3. Being responsible, reports demonstrate positive approach to learning and the student participates fully in non-examined lessons (study and healthy living)

7.3.1.1.4. Use the money provided for the reasons discussed in the application and provide receipts as required.

7.3.1.2. Demonstrate the KC Post 16 Core Values by:

7.3.1.2.1. Taking responsibility for their studies by maintaining a minimum attendance of 96% (individual circumstances will be considered) and ensuring excellent punctuality.

7.3.1.2.2. Showing respect and care by maintaining an excellent behaviour record as evidenced by their behaviour record on Arbor.

7.3.1.2.3. Demonstrating aspiration by ensuring a positive attitude to learning in lessons, study periods and non-examined sessions.

7.3.1.2.4. Using the bursary funds for the reasons agreed and providing receipts where required.

7.3.2. All students are required to sign a declaration confirming that they agree to these conditions.

7.3.3. Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

7.3.4. We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding school holidays) and where students have decided to withdraw from a study programme.

7.3.5. We reserve the right to withhold future payments from students where the bursary is not spent for the reasons it was awarded.

7.3.6. We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

7.3.7. For discretionary bursaries the total bursary fund available is finite, funding is required to prioritise students from families with the lowest household income and/or highest demonstrated need. If applications are made later in the year by a student with a higher level of need this may impact on the bursary awards that have been granted. This is explained to students when meeting initially to discuss the allocation of their bursary and also at further bursary meetings. If it is necessary to amend a student's bursary in this way, the decision will be discussed with the student and will be confirmed to the student in writing.

8. Change in Circumstances

8.1. If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

9. Record Keeping

9.1. Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule. These can be found on our school website.