



## **GUILSBOROUGH ACADEMY**

### **16-19 BURSARY**

<b>Policy Name</b>	16-19 Bursary
<b>Policy Owner</b>	Director of Sixth Form / Chief Financial Officer
<b>Committee</b>	Finance, Audit and Risk
<b>Statutory</b>	No
<b>Authorisation</b>	Principal

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Version	Date	Author	Changes

## Legislative Guidance

DfE 16 to 19 Bursary Fund guide: 2025 to 2026

## Linked Policies

## Statement

The purpose of this policy, in accordance within the guidelines set down by the Department of Education is to:

1. Ensure that the funds received annually from the DfE are targeted towards students identified as facing the greatest need to ensure that they are supported through their education
2. Ensure financial sustainability through the flexible development of DfE funds received, thereby preventing an overspend in any annual cycle of funding
3. Ensure that any personal financial details remain secure and confidential
4. Set relevant controls to minimize the risk of fraudulent claims



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## 1. Aims

Our Academy aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it

## 2. Guidance

This policy is based on advice from the Department of Education (DfE) on the [16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](#)

This policy complies with our funding agreement and articles of association.

## 3. Definitions

- '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). Section 22 of the Children Act 1989 defines the term 'looked after child'
- 'Care leaver' is defined as:
  - 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**
  - A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16)

## 4. Roles and responsibilities

### 4.1 The Trust Board

The trust board has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual trustee or the Principal.

The Trust Board also has overall responsibility for monitoring the implementation of this policy.

In our Academy, responsibility for approving the 16 to 19 bursary fund policy has been delegated to Director of Sixth Form and Sixth Form Supervisor & Administrator.

### 4.2 The Principal



The Principal is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently.

### 4.3 Staff

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the 16 to 19 bursary fund policy.

## 5. How we use the bursary fund

Support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support student's aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

➤ We use the fund to provide students with support to fund:

- Transport
- Books
- Emergency food
- Equipment (such as laptops, software, stationary)
- Field trips and other course-related costs (this excludes extra-curricular activities)
- The costs of attending university interviews and open days
- Uniform
- UCAS Application Fees/Travel to and from University Open Days
- Examination entry and Re-Sits
- Any reasonable requests at the discretion of the Bursary panel

## 6. Eligibility criteria

### 6.1 Age

➤ To be eligible:

- A student must be aged 16 or over but under 19 on the 31<sup>st</sup> August for the current academic year

➤ Students 19 or over must either:



- Be continuing on a study programme they began aged 16 to 18, or
- Have an Education, Health and Care Plan (EHCP)

## 6.2 Eligible education provision

- Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also be either:
  - Funded directly by DfE or by DfE via a local authority
  - Funded or co-financed by the European Social Fund
  - Publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
  - In a 16 to 19 traineeship programme
  - Non-employed and participating in a Prince's Trust Team Programme
- Students are not eligible if:
  - They are on an apprenticeship programme
  - Are on any waged training
- Students who are studying via distance learning may need infrequent financial help (e.g. travel to exams), if this is the case we will provide support in-kind (e.g. a travel pass)

## 6.3 Residency

Students must meet the residency criteria in the Advice: funding rules for 16 to 19 provision

## 6.4 Asylum seekers

- Those under 18 with an adult relative or partner and those aged 18 and above:
  - Are entitled to education
  - Are not entitled to public funds
  - Can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

- Unaccompanied children:
  - Are the responsibility of the local authority
  - Are to be treated as 'looked after' children
  - Are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary 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

### **Priority Group 1**

Students who meet one of the following 4 criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of up to £1,200 per year.

➤ The defined vulnerable groups are students who are:

- In care (those who are privately fostered are **not** classed as looked after)
- Care leavers
- Receiving Income Support, or Universal Credit 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
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Students eligible for bursaries under this category will be given a pro rata bursary if their study programme lasts for less than 30 weeks.

➤ We will obtain the following **proof of eligibility** for vulnerable groups:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. The evidence could be a letter or an email but must be clearly from the local authority
- For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training
- For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided



## 6.6 Discretionary bursaries

### **Priority Group 2**

The Discretionary Bursary (Priority Group 2) will support students from households with the lowest incomes. For guidance, this would normally be students who are **eligible for Free Academy Meals (FSM)**

### **Priority Group 3**

The Discretionary Bursary (Priority Group 3) will support students in a family with an annual income of less than £16,190 who are not able to claim FSM due to Working Tax Credit/Universal Credit or Pupil Premium (PP)/Ever 6

Information on entitlement to free Academy meals can be found on the Northamptonshire County Council Website.

### **Priority Group 4**

The Discretionary Bursary (Priority Group 4) will support students in from households with an annual income between £16,191 and £25,000, or any exceptional circumstances.

These thresholds are continually subject to review.

□ In assessing an application for a discretionary bursary, we will consider:

- Level of household income
- Distance to travel between the student's home and the institution
- The number of dependent children in the student's household
- Whether the student has additional responsibilities that may mean they need extra help

➔ To assess household income, we will ask to see:

- Proof of benefits letters
- Tax credit award notifications
- P60s
- Pay slips
- Bank statements covering a certain period (e.g. the last 3 months)
- Universal Credit award notices (e.g. the most recent 3)

As applicable, to support your application

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC (the UC section of this document contains more detail about this benefit).





## 7 Application Process

Bursary Scheme applications are to be made to the Sixth Form Administrator by the end of September, along with the required evidence. The Academy will then process the application by mid-October and will advise students/parents, in writing, of the outcome. The same procedure will apply for subsequent applications during the year.

## 8 Security of Personal Information

All applications will be made through the Sixth Form Supervisors & Administrator. All personal information and evidence submitted in support of the application will be stored securely and will remain strictly confidential.

## 9 Appeals

Students have the right to appeal against a decision that the Academy has made, if they believe it to be unfair and can provide evidence to support this. In the first instance, appeals should be made, in writing, to Sixth Form Supervisor & Administrator and the Director of Sixth form who will review the evidence with them. If the matter remains unresolved, the student will be asked to attend a meeting with the Academy Chief Finance Officer or a member of the Academy's senior leadership team. They may bring a family member or friend with them to these meetings to support them through this process. The outcome of the appeal will be communicated to the student/parent in writing.

## 10 Fraud

Parents / carers, together with the student, are required to sign the application form to confirm that the details given are correct and that they will notify the Academy of any change in circumstances. Parents and students are made aware, that in signing the application form, they understand that monies may be reclaimed, and eligibility withdrawn should they knowingly provide information which is discovered to be false.