



Policy for:

Bursary Fund

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Next Review Date: October 2026

Signed By: Lorna Stevenson

Governor Responsible for: David Hogg

Headteacher: Penny Derries

The Grove School
16-19 Bursary Fund
School Policy

1 Background

This policy sets out the arrangements for how The Grove School will prioritise and administer the 16-19 Bursary Fund.

The school is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aim(s).

The named contact at the school for all 16-19 Bursary support/enquiries is Mrs Lorna Stevenson.

2 Bursaries Available

There are two types of Bursary available:

- Vulnerable Bursary

A Vulnerable Bursary is available to all young people who meet the general eligibility criteria and who have been identified as being in a vulnerable group, as set out in this policy.

- Discretionary Bursary

A Discretionary Bursary is available to all young people who meet the general and additional eligibility criteria as set out in this policy.

3 Bursary Amounts

The 16-19 Bursary Fund is a limited fund determined by the EFA.

The Vulnerable Student Bursary amount will be £1200 equated across the year.

A proportion of any bursary may be retained by the school and used to support the central costs of books, equipment, and educational trips.

4 General Eligibility

To be able to receive a bursary, all young people must be aged 16, 17 or 18 at 31 August each year and meet the EFA residency requirements.

5 Additional Eligibility for Vulnerable Student Bursary

A Vulnerable Student Bursary of £1,200 is available to all young people who are identified as being;

- In care
- Young care leavers
- In receipt of Income Support or the equivalent Universal Credit (UC) in their own right
- In receipt of both Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) and Disability Living Allowance (or the new Personal Independence Payments) in their own right

6 Additional Eligibility for Discretionary Bursary

- A Discretionary Bursary can be available to a young person to meet individual needs. The criteria for this bursary are:
- Their gross annual household income, as assessed by HM Revenue & Customs, does not exceed £16,190
- Where the young person, or a sibling, qualifies for Free School Meals, (FSM)
- Where the young person's parents/carers are in receipt of one of the following:
 - Income Support
 - Income based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - Guarantee element of State pension Credit
- Wider family circumstances e.g. single parent family, student carer, number of dependent children in the household

7 Contingency Eligibility

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstances change can apply to access the contingency funds on an individual basis by submitting an application in writing.

8 Those Not Eligible

Applications to the 16-19 Bursary Fund are not open to young people aged under 16 years or over 19 years of age.

9 Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence shall be treated as confidential.

Acceptable supporting evidence for the Vulnerable Student Bursary will be either a:

- Statement from the Local Authority confirming the young person's current or previous looked after status;
- Recent Entitlement or Award Statement setting out the benefit to which the young person is entitled
- Evidence that the young person is in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right

Acceptable supporting evidence for the Discretionary Bursary

- Part 1 of the latest Tax credit Award Notice (TCAN) for the young person's household. This document from HM Revenue and Customs details entitlement to Tax Credits and the Total Income for the latest year.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct tax year. The income will be shown as Total for year.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult/s and for the correct tax year. The income will be shown as Total for year.

- Confirmation from the Local Authority of entitlement to Free School Meals (FSM)

10 Payments

Subject to meeting the condition requirements as detailed payments for the Vulnerable Bursary and any payments from the Discretionary Bursary will be made monthly by cheque to the young person.

The young person must have a valid account in their name unless there are any exceptional reasons which mean an appointee has been named to manage the affairs of the young people.

11 Qualifying Condition Requirements

Eligible young people will need to complete a qualifying learning period of six weeks before they are able to receive bursary payments. However, any eligible young person can make an application ahead of the six week qualifying period and in a case of extreme hardship, consideration will be given for payment in advance of the six week period.

All young people in receipt of a Bursary must meet weekly punctuality and attendance requirements of 90% to ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the school reserves the right to withdraw or suspend Bursary payments.

These conditions will not be additional to those expected of any young person within the school.

12 Application

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by October of any year. Applications made after this date will be considered as long as sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

Consideration must be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration must also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/carer.

13 Process

All applications for a Bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of:

- Mrs L Stevenson - Office Manager
- Miss L Waugh - Deputy Headteacher

The panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome within ten working days of receipt.

14 Appeals

If any young person or the parent/carer is not satisfied with the outcome of their application, they should write to the Headteacher outlining their reason why. The Headteacher will convene a 16-19 Bursary Appeals panel, consisting of:

- Mrs P Derries - Headteacher
- Inclusion Governor

The panel will consider and respond to appeals within ten working days of receipt. If the appeal is upheld or partly upheld it will be referred back to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the school's Complaint Procedure.

15 Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during progressing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/carer will be told the reasons why this is necessary prior to sharing any information further.

16 Change of Young Person's Financial Circumstances

Any young person in receipt of a bursary has a duty to inform the School should their financial circumstances change, or those of their parent/carer change (e.g. increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

17 Young Person Transferring

Where a young person in receipt of a Bursary transfers out of the School to another education/training provider in-year, the school will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim/s.

Where a young person in receipt of a Bursary transfers in to the School from another education/training provider in-year, the school will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim/s.

18 Young Person Withdrawing

Where a young person in receipt of a Bursary withdraws from the school and does not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

19 Supporting Documents

In addition to this policy being openly shared with all young people and their parent/carer, the following documents will be used in the 16-19 Bursary process:

- I. Application Form
- II. Information for young people
- III. Information for parent/carer

20 Further Information

Further national information on the 16-19 Bursary Fund can be found:

- The Department for Education Website
- Directgov:www.direct.gov.uk/16-19bursary