Keswick School

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16-19 BURSARY FUND (KS/FIN/084)

Committee Responsible:	Finance and Premises Committee (Local Governing Body)
Lead Officer:	Head teacher
Date of Review:	November 2026
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Singed: **Date:**	

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16-19 BURSARY FUND POLICY

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	Oct 2014
2	Policy Review	June 2016
3	Policy Review	March 2018
4	Policy Review – Update to section 7	February 2020
5	Policy Review – update to payments and benefits section	October 2021
6	Policy Review – update to household income threshold used	October 2023
7	Policy Review	October 2025
8	Policy Review – changes regarding funding	November 2026

16-19 BURSARY FUND POLICY

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16-19 BURSARY FUND POLICY

1.0 INTRODUCTION

1.1 The 16-19 Bursary fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16.

1.2 The fund has two elements:
- bursaries for vulnerable young persons (Nominated or Guaranteed Bursary)
- discretionary bursaries for young people facing financial barriers to participation (Discretionary Bursary)

1.3 Bursary funds are used to help pay for the costs related to participation in full-time education, such as the costs of transport, meals, books, equipment and trips.

1.4 Bursary allocation of funds will be managed and administered by the Head teacher, members of the Senior Leadership team and the Sixth Form team.

1.5 Allocation of funds may be withheld if the student does not comply with the Sixth Form's expectations on:
- behaviour
- performance
- attendance

1.6 The Sixth Form will ensure compliance with the guidelines set out in the 16-19 Bursary Fund guide.

2.0 GENERAL ELIGIBILITY/RESIDENTIAL ELIGIBILITY

2.1 An applicant must satisfy the criteria outlined in the 16-19 Bursary Fund guide.

3.0 AGE OF APPLICANTS

3.1 To be eligible to apply for assistance, an applicant must be under 19 on 31 August in the academic year in which they start their programme of study. Where a person turns 19 during their programme of study, they can be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

4.0 STATUS OF APPLICANTS

4.1 In determining the financial circumstances of applicants the incomes of a student's parents/carers are taken into account unless they should be treated as an independent student under the terms of the Education (Student Support) Regulations, 2015.

4.2 Where a student satisfies the conditions for independent status, the income of a spouse or partner is taken into account in any means testing.

5.0 NOMINATED BURSARY

5.1 The following nominated vulnerable groups are eligible to receive a guaranteed bursary of £2,000 per annum or £1,500 (these figures are based on the household income thresholds):

- students in care
- students who are care leavers
- students in receipt of Income Support
- disabled students in receipt of both Employment Support Allowance **and** Disability Living Allowance

5.2 Students will need to complete an application form and supply evidence of eligibility as appropriate before payments are made. Students who receive payment from this fund may receive additional assistance from the Discretionary Bursary if it is deemed necessary.

6.0 DISCRETIONARY BURSARY

6.1 The Department for Education (DfE) makes money available to each school to fund discretionary bursaries for Sixth Form Students. The level of support which the Sixth Form can offer is dependent on the total funding received from the Department for Education (DfE) and the numbers of applications received. The aim of the scheme is to support disadvantaged students with the costs of staying in education after the age of 16, (e.g. textbooks, equipment for practical subjects, educational trips, travel costs to school, free school meals, university interviews and open days).

6.2 The level of support offered may vary during the academic year and is dependent on the amount of funds available. On the basis of the Sixth Form's ESFA funding allocation we apply two household income thresholds of £30,000 and £35,000. Bursaries will also be considered for students with an Education, Health and Care Plan (EHCP).

6.3 Earnings from students' own part time employment **will <u>not</u>** be taken into account. Funds will be allocated on a graded scale according to household income. Students will need to complete an application form and supply evidence as appropriate before allocations of funds are made. Such evidence includes:

- Receipt of benefit and/or P60
- Tax credit award notice or evidence of self-employment
- Any other relevant documentation which provides evidence of income.

6.4 Applicants will be advised of the outcome of their application and the assistance they might expect to receive during the academic year. There may be a liability to repay all or part of the allocated funds in the event of supplying false information, withdrawal from the Sixth Form or not meeting the Sixth Form's expectations on behaviour, performance and attendance.

6.5 A student awarded a discretionary bursary in Year 12 will be required to submit a new application form at the start of Year 13, together with the necessary evidence, so that the school can confirm they remain eligible each year.

6.6 The school receives the fund allocation at the start of the academic year and sets their own eligibility criteria.

7.0 PAYMENTS AND BENEFIT ENTITLEMENT

7.1 The Head of Sixth Form introduces the bursary to Sixth Formers via the Form Heads and invites applications. Students who wish to apply gather the relevant supporting evidence and return their application form to their year group Learning Supervisor (Year 12 – Ms Mawdsley; Year 13 – Mrs McIntosh). Students are given approximately seven days to complete their applications.

7.2 The Head of Sixth Form then approves the application and passes to the Finance Team for processing requests for payment.

7.3 The Head of Sixth Form will inform the successful applicants of the sum awarded to them for the year and the school's finance office of the amount allocated to each student.

7.4 An initial meeting will be set up with the Head of Sixth Form to discuss the student's need and how their spending can be supported.

7.5 Payments will be made direct to each student's bank account by BACS payment, if an item has already been purchased and a receipt can be given. Alternatively, students may submit a request for an item, e.g. a travel pass and, once approved, the finance office will arrange for this item to be purchased and the cost deducted from the student's fund allocation.

7.6 Meetings will take place every term to track spending and to give advice.

7.7 Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit. However, some other benefits received directly by the student may be affected, for example Disability Living Allowance (or Personal Independence Payments), and it is the student's or carer's responsibility to notify the Benefits Agencies where payment may impact on benefit entitlement.

8.0 CONTINGENCY FUND

8.1 Keswick School retains a small contingency reserve for unforeseen late applications and changes in financial circumstances.

9.0 BURSARY PUBLICITY

9.1 The Sixth Form will publicise the Bursary Fund through EduLink, the Sixth Form section of the school web site and other relevant literature.

10.0 APPEALS

10.1 Appeals against unsuccessful applications must be made to the Head of Sixth Form within 14 days of the letter of notification. It will be referred to Head teacher and the Senior Leadership Team, whose decision is final.