

16 – 19 Bursary Fund - Policy Statement



Purpose of Policy

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. The purpose of this policy is to clarify the procedures adopted by Bingley Grammar School for allocating and administering the funding it receives under this arrangement.

Aims

The Bursary Fund is intended to help with the hardship needs of individual students. Its intent is to “enable” a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. Generally, awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning. Bingley Grammar School will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood. Information about the process for application and consideration is available through the 6th Form Office in the 6th Form Team Office.
- Assessed and allocated to each individual's entitlement or need, taking into account the financial circumstances of the applicant and the intended use of the award.
- Used to widen access to, and participation in, sixth form education.

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Education and Skills Funding Agency (ESFA). This gives a broad overview of the Fund and instructs schools on the appropriate use of the funding, including emergency meal support.

The 16-19 Bursary Fund has two elements:

1. Vulnerable Groups

The following students will be eligible to apply for a bursary of up to £1,200 per year, if they have a financial need, and if the school's agreed standards of behaviour and attendance are met:



The defined vulnerable groups are:

- in care
- care leavers
- 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
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now fully rolled out and so young people aged 16 to 18 will no longer be in receipt of the other benefits listed above. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and those with an EHC plan) may still be in receipt of those legacy benefits

The amount awarded will depend on the level of support the student needs to participate based on an assessment of the types of cost they have. The number of hours involved in a student's study programme may also be considered when deciding if a pro-rata payment is more appropriate.

Any students eligible under the vulnerable student categories above will be reported on a claim form to the Student Bursary Support Service (SBSS). The SBSS will then release the appropriate funds to school to provide for these payments. Therefore, the general bursary funding received by the school will only relate to discretionary bursaries.

2. Discretionary Bursaries

Please note: there is a limited amount of funding which means that it may not be possible to support every discretionary application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.

These awards will be targeted towards young people facing financial barriers to participation in sixth form studies. Agreed standards of behaviour and attendance should be met.

Students must meet the eligibility criteria detailed in the DFE 16-19 Bursary Fund Guidance.

Students from the Vulnerable Groups may also apply for additional assistance from the Discretionary Bursary Fund. However, receipt of Vulnerable Group funding will be taken into consideration in assessing any further awards.



Application Process

Step 1: Completed application forms for the 16-19 Bursary should be returned to the Sixth Form Team for confirmation of eligibility. *Note:* Any student entitled to Targeted Free School Meals as shown on the authorised Free School Meal register received from Bradford Council will initially be deemed to be eligible for consideration for a discretionary bursary. Students that are entitled to Expanded Free School Meals will be required to provide proof of household income. If the level of application for support exceeds the funding available to us we may need to request the completion of a financial assessment form in order to make the application of support as equitable as possible.

Step 2: If you are successful in qualifying for a bursary you will be asked to complete a further form to indicate your specific are of need as below:

- Students with successful applications in either the Vulnerable Groups or Discretionary Bursaries categories will either have the books, equipment, travel or other costs provided by the school or direct payment will be made to the applicant subject to the assessment of need in enabling the student to continue with their studies, and subject to the limitations of the funding.

Unsuccessful applicants will have the right of appeal

Awards Process

Discretionary bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form.

The School may offer discretionary bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related school trips etc. Any equipment purchased by the school for use by an individual learner remains the property of the school and must be returned upon completion of or withdrawal from the course.

The school may also offer an award in the form of a short-term loan to help a learner bridge a temporary financial hardship where this is deemed appropriate and agreed by the learner. In this case, the school will draw up an agreement with the learner clearly stating the use of and the conditions surrounding the reimbursement arrangements which the learner should sign indicating that they understand the conditions of the loan. The student should be able to provide evidence that the award has been used as intended. The school will pursue action to recover any non-repayment of loans.



In line with the “something for something” ethos, both forms of Bursary Fund payments are conditional upon a student meeting attendance and behaviour standards which are agreed in advance. Details of the Attendance and Behaviour standards required may be obtained through the 6th Form Team in the 6th Form Team Office and a written copy of the requirements will be provided to all students in receipt of a Bursary payment.

Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a weekly basis, the school will advise the learner in writing and make every effort to help resolve any issues, but retains the right to rescind or suspend bursary payment(s).

Appeals Process

The Headteacher has the delegated responsibility to make all decisions in respect of both the award of 16 – 19 Bursary Fund payments, and any action to rescind or suspend bursary payment(s).

Should learners disagree with the outcome of either their application for a bursary award or where a payment has been withheld due to attendance/behaviour, they must follow the School’s complaints/appeals procedure. A copy of the complaints procedure is available on the school website or through the 6th Form Coordinator (Mrs Booth) in the 6th Form Office or Head of Year.

Reviewing/Monitoring of Policy

This policy will be reviewed on an annual basis in line with allocated funding, and taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Education Funding Agency.

The policy is also available in the following formats: email, enlarged print version, VLE, other formats by arrangement.

Originator: E1V

Date of Policy: August 2026

Next Review: August 2027

