



# 16-19 Bursary Fund

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## 1. Aims and scope

The 16 to 19 bursary fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries and this policy refers to both:

- Bursaries for defined vulnerable groups
- Discretionary bursaries

This policy aims to:

- Set out clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make sure that bursary funds are administered appropriately and fairly, with due regard to the Equality Act 2010
- Make clear to parents/carers and students the type of support that is available and how to apply for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

## 2. Guidance

This policy is based on advice from the Department for Education (DfE) on the [16 to 19 bursary fund for the 2025 to 2026 academic year](#). 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)

'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)

'Care leaver' is defined as:

- A young person aged 16 or 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 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 board

The governing board has overall responsibility for

- Approving this 16 to 19 bursary fund policy
- Monitoring the implementation of this policy
- Ensuring compliance with relevant requirements

### 4.2 The headteacher

The headteacher is responsible for:

- Making sure that staff are familiar with this 16 to 19 bursary fund policy
- Making sure the policy is being applied consistently
- Setting eligibility criteria for bursary funding and making sure these comply with the Equality Act 2010
- Promoting awareness of the 16 to 19 bursary fund to prospective applicants and their parents/carers is also the responsibility of the Head of Sixth form

### 4.3 Bursary panel

The bursary panel is responsible for reviewing applications and supporting evidence in accordance with this policy.

The panel consists of:

- Head of Sixth form
- Senior leadership team
- School business manager

#### 4.4 School business manager/bursar/head of finance

The school business manager is responsible for ensuring that the bursary funding is accounted for accurately.

#### 4.5 Staff

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

#### 4.6 Parents/carers

Parents/carers are also expected to notify staff or the headteacher of:

- Any concerns or queries regarding this 16 to 19 bursary fund policy
- Any change in circumstances that might affect eligibility for bursary funding

#### 4.7 Students

Pupils are responsible for meeting the conditions attached to the receipt of any support from the bursary funding.

### 5. How we use the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See sections 6, 7 and 8 below for details of our eligibility criteria.

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

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

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

- Transport
- Books
- Equipment related to study
- Field trips that are essential to the course of study
- Specialist clothing
- Emergency meal support

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

### 6. Eligibility criteria for the 16 to 19 bursaries

**Please note:** the following eligibility criteria will be assessed **in addition** to the individual student's actual financial needs. This means:

No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have

Funding provided to each eligible student is based on their actual participation needs (supported by evidence) and not a flat or fixed-rate payment that does not reflect the actual costs they face

#### 6.1 Age

To be eligible for either bursary in the 2025 to 2026 academic year, students must be at least 16 years old but under 19 years old on 31 August 2025.

Students aged 19 or over are eligible only for a discretionary bursary (see section 6.6 below) if they:

Are continuing on a study programme or course that they began when they were aged 16 to 18 years old (19+ continuers)

Have an education, health and care (EHC) plan

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

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.

Students aged under 19 enrolled on higher education qualifications are not eligible for support from the 16-19 bursary fund.

## 6.2 Eligible education provision

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 1 of these groups:

Be funded directly by the DfE, or by the DfE via a local authority

Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the DfE's [list of qualifications](#)

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.

Students are not eligible if:

They are on an apprenticeship programme

They are participating in any waged training

Students who are studying via distance learning are not likely to require financial help from the bursary fund. If they do require financial help, we will provide support in kind, such as a travel pass to attend exams. Details of this shall be decided on a case-by-case basis.

## 6.3 Residency

Students must meet the residency criteria in the [DfE funding rules for 16 to 19 provision](#).

## 6.4 Asylum seekers

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.

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

Unaccompanied asylum-seeking children are:

The responsibility of the local authority

To be treated as 'looked after' children

Eligible for a bursary for vulnerable groups, where they have a financial need

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.

## 7. Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined in sections 6.1 to 6.4 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

In care (N.B. those who are privately fostered are not classed as looked after)

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 (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

UC has 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 (such as students with an EHC plan) may still receive the legacy benefits listed above.

Students will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have.

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). Should we refuse the application on this basis, we will discuss this with the student and their support worker/parent/carer where applicable.

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 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.

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

If a student's study programme lasts for less than 30 weeks, this will be considered in the assessment for the bursary amount provided as they may not request as much financial support as those on longer programmes. We will also consider the number of hours involved in a student's study programme when deciding the correct bursary amount to ensure it is appropriate.

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

## 8. Discretionary bursaries

In addition to the criteria outlined in sections 6.1 to 6.4 above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

- Young people who are claiming, or are eligible to receive Free School Meals
- Young people whose household income is below £20,817 per annum
- Young people who have been affected by a sudden, exceptional change in financial circumstances.

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 still apply for a discretionary bursary.

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

Level of household income

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.

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.

## 9. Application and payment process

### 9.1 Applications

Applications should be submitted via an application form found on our school website.

Applications should ideally be submitted by 31<sup>st</sup> October 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.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

Any enquiries about the application process should be directed to the sixth form team in the first instance.

## **9.2 Evidence**

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

A copy of the UC or IS award notice from the Department of Work and Pensions (DWP) and/or evidence of receipt of DLA or PIP, in the student's name

Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills

Written confirmation of the student's current or previous looked-after status from the relevant local authority

## **9.3 Payment process**

Payments are made using the following process:

- Make in-kind purchases following a request and agreement by the Head of Sixth form.
- Reimbursements will be made following proof of purchase. Receipts are required.

Cash payments will not be made in any circumstances.

## **9.4 Conditions for the receipt of bursary payments**

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

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

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.

If students have received in-kind support such as equipment or travel cards, they will be asked to return these if they fail to meet the conditions.

We will stop payments where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We also request that equipment such as laptops purchased by the school are returned at the end of the programme of study.

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.

## **10. Change in circumstances**

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

## **11. Record keeping and audit**

The school will maintain comprehensive and accurate records relating to the 16 to 19 bursary fund. These records will be kept securely and be readily available for audit purposes. Records will include, but are not limited to:

Copies of application forms and supporting evidence

Proof that students meet eligibility criteria

Records of 'zero bursary' students

Details of assessment decisions and rationale for awards

Records of all payments made to students, including dates, value and purpose

Copies of documents signed by students to give formal agreement to the conditions of payment

Evidence of student attendance and progress monitoring

Records will be retained for 6 academic years after the end of the academic year in which the student completed their programme.

## **12. Unspent funds**

Funding for bursary funding cannot be carried forward by the school for more than 1 year. Unspent funding must be reported to the DfE by the school using the [customer help centre](#), specifying the amount of funding and the year(s) it relates to, no later than 31 March each year. The DfE will recover all unspent funds.

## **13. Monitoring arrangements**

This policy will be monitored by the Vice Principal

This policy will be reviewed by Director of the Sixth Form at every review, the policy will be approved by the Principal, CEO and Director of Finance and Operations.

## **14. Complaints or Appeals**

Where any student or parent is unhappy with how we have managed their application for bursary funding or the support that has been provided, they are free to make a complaint or appeal as per the academy's complaint policy, found on the Hatton academies Trust website.

## 15. Appendix

### 15.1 Letter of application

# Sir Christopher Hatton Academy

## 16-19 Bursary Fund – Application Form

Please complete each section listed below

#### Section 1 – Details of applicant

#### Section 2 – Eligibility Priority

#### Section 3 – Supporting Statement

#### Section 4 – Bank Details

#### Section 5 – Declaration by applicant

<b>Section 1 – Details of applicant:</b>
Full Name:
Home Address:
Postcode:
Home Tel: Mobile Tel:
Email Address:

<b>Section 2 – Eligibility Priority:</b>
This section will ask you to indicate under which of the four agreed categories you wish your application to be considered against. You will also find information about what evidence you will be required to supply to support your application.
Please indicate with a cross in the box next to the description of the category under which you wish your application to be considered against, and to confirm that you have provided the evidence required. <b>(Please only put a cross next to one priority)</b>
<b>Category 1:</b>
<input type="checkbox"/> I wish my application to be considered under Priority One;
<ul style="list-style-type: none"><li>• Young people in care</li><li>• Young care leavers</li><li>• Young people in receipt of Income Support, or Universal Credit in place of Income Support, in their own right</li><li>• Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments.</li></ul>
In support of my application I enclose either:
A) Written confirmation of my current, or previous, looked-after status form the Local Authority who looked after me, or who provided my leaving care services; or

B) A letter confirming that I am in receipt of Income Support, Universal Credit or Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments.

**Category 2:**

I wish my application to be considered under Priority Two;

- Young people who are claiming, or are eligible to receive Free School Meals

To be eligible under this priority someone in your household must be in receipt of the following qualifying benefits:

**Income Support, income based Job Seeker's Allowance, income related Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit: Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)**

**Category 3:**

I wish my application to be considered under Priority Three;

- Young people whose household income is below £20,817 per annum

In support of my application I enclose the following information:

**A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £22,020; or evidence of self-employment income of less than £22,020 (SA302 or certified accounts only) for your last accounting period.**

**Category 4:**

I wish my application to be considered under Priority Four;

- Young people who have been affected by a sudden, exceptional change in financial circumstances.

In support of my application I enclose a detailed statement in support of my application.

**Section 3 – Supporting Statement:**

Please indicate here information on how you intend to use your bursary payments if awarded.

**Section 4 – Bank/Building Society Details:**

In order for us to pay the bursary into bank accounts, please provide the students bank details.

**Account Holders Name:** .....

**Bank/Building Society:** .....

**Account Number:**

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**Roll Number if applicable:** .....

**Sort Code:**

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**Section 5 – Declaration by Applicant:**

I confirm that I have read the 16-19 Bursary Information Sheet before submitting this application.

I confirm that the information I have provided on this application is correct to the best of my knowledge, and that I understand that I must notify Sir Christopher Hatton Academy of any change of financial circumstance which may affect my entitlement to a bursary payment.

I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16-19 Bursary Fund.

I understand that payment is conditional on good attendance, good behaviour, good progress against my target grades and that I uphold the VI Form ethos at all times.

***I understand that my information is being held by Sir Christopher Hatton Academy in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention of fraud in connection with this claim. Bank/Building Society details are needed in order to make Bursary Fund payments, these are stored in a securable, lockable place and will be held for four years and then removed and securely disposed of.***

Signed: .....

Date: .....

Office Use Only		
Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4 <input type="checkbox"/>		Business Manager check  Signed .....
FSM checked <input type="checkbox"/>		Finance Department check  Signed .....
Evidence seen and attached to application form <input type="checkbox"/>		