



**16 to 19**

**Bursary Fund Policy**

**Hardenhuish School**

If you would like any policy in a more accessible version, please contact the Administration Manager

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## 1. Aims

Our school aims to:

- 1.1. Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- 1.2. Make clear to parents and students the type of support which is available and the means of applying for it
- 1.3. Make clear to parents and students the attendance and behaviour conditions for receiving the fund

## 2. Guidance

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

Definitions

- 2.1. '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)
- 2.2. '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)

- 2.3. '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

- 2.4. 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

## 3. Roles and responsibilities

- 3.1. The governing body

The governing body has overall responsibility for approving this 16 to 19 bursary fund policy. The monitoring the implementation of this policy has been delegated to the Sixth Form Pastoral Managers, in consultation with the Director of Sixth Form.

- 3.2. The Headteacher

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

- 3.3. Staff

The Sixth Form Pastoral Managers, and the Sixth Form and Careers Administrator, in consultation with the Director of Sixth Form, are responsible for implementing this 16 to 19 bursary fund policy consistently.

### 3.4. Parents

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

## 4. How we use the bursary fund

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

4.1. Bursaries for defined vulnerable groups; and

4.2. Discretionary bursaries

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

- Transport
- Books and other curricular related materials
- Field trips and other course-related costs
- The costs of attending university interviews and open days
- UCAS applications
- Other appropriate requirements

Receipts for each of the above must be kept and submitted as required.

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

### 5.1. Age

To be eligible for either bursary, students must be at least 16 years old but under 19 years old.

Students aged 19 or over are eligible only for a discretionary bursary if they:

- 5.1.1. Are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or
- 5.1.2. Have an education, health and care plan (EHCP)

### 5.2. 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 one of these groups:

- 5.2.1. Be funded directly by the DfE or by the DfE via a local authority.
- 5.2.2. Be funded or co-financed by the European Social Fund.
- 5.2.3. 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 approved for funding 14 to 19; or
- 5.2.4. Be a 16 to 19 traineeship programme.

- 5.2.5. 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.

### 5.3. Residency

Students must meet the residency criteria in the [DfE funding regulations for post-16 provision](#).

### 5.4. 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:

- 5.4.1. Are the responsibility of the local authority;
- 5.4.2. Are to be treated as 'looked after' children; and
- 5.4.3. Are 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.

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

Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- 5.5.1. In care (NB: those who are privately fostered are not classed as looked after).
- 5.5.2. Care leavers.
- 5.5.3. 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.
- 5.5.4. 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 now 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 (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

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).

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.

#### 5.6. Discretionary bursaries

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary for those who are most in need of financial support and satisfy one or more of the following criteria:

5.6.1. Household income below £28,000 per year.

5.6.2. Students who are eligible for Free School Meals (FSM).

#### 5.7. Meeting Behaviour and Attendance Expectations

For students to receive bursary payments, they must meet the agreed standards for attendance and behaviour set by the school. Payments may be withheld where students do not abide by the following conditions:

5.7.1. Students must have 90% attendance at timetabled lessons.

5.7.2. Students must be punctual to tutor time and lessons.

5.7.3. Students must abide by the Hardenhuish Sixth Form Code of Conduct (included within the sixth form handbook).

5.7.4. Students are not permitted to take holidays outside of timetabled school holiday times.

5.7.5. Money must be used for the reasons it is awarded.

Students who fail to meet these conditions may have any payment withheld, but we will always take students' individual circumstances into consideration.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and 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.

#### 5.8. Providing False Information:

Students and parents must be aware that any evidence provided to support this application must be valid. Where false information is supplied, the school has the right to investigate this. The school will stop future payments and attempt to recover any past payment where it is apparent that the supplied information is misleading or fraudulent. The school has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. Therefore, the matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. You will be informed if your information is being shared in accordance with GDPR.

#### 5.9. Equality Act 2010

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they re-apply and continue to satisfy the criteria.

#### 5.10. Evidence

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

- 5.10.1. A copy of the UC or IS award notice, in the student's name.
- 5.10.2. Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills.
- 5.10.3. Written confirmation of the student's current or previous looked-after status from the relevant local authority.
- 5.10.4. A copy of the UC claim from Department of Work and Pensions.
- 5.10.5. Copy of the household Universal Credit award dated within the last 3 months.
- 5.10.6. Most recent household P60s if applicable.
- 5.10.7. The most recent self-assessment tax return if applicable.

## 6. Application and payment process

### 6.1. Applications

Applications should be submitted by 30<sup>th</sup> September to allow enough time for the school to assess the overall level of demand. This date will be clearly stated on the application form. Applications received after this date will be considered but will not be backdated.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year. This will be looked into on an individual basis so we can ensure students' needs can be met. No application will be accepted without the correct evidence supplied and the application must be fully completed and signed. No application will be assessed until the student is fully enrolled at Hardenhuish School.

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

### 6.2. Payment process

Payments are made to the student's own bank account via BACS. The account must be in their name.

## 7. Change in circumstances

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

## 8. Record keeping

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule.

## **9. Monitoring arrangements**

This policy will be reviewed by the Director of Sixth Form every two years. At every review, the policy will be approved by the Headteacher and the governing body.



## 10. Appendix 1: Application form

HARDENHUISH SCHOOL

16-19 BURSARY FUND

Hardenhuish School has a small fund available to help support students from low income backgrounds with their post-16 education. Students whose household income is below **£28,000** a year can apply for help from the fund.

Please complete the attached form to apply or re-apply for the Bursary Fund for the year 2025-26. Proof of income for the previous tax year will be needed.

Bursary will be paid to students in 5 termly payments, the first payment being made at the start or during term 2 once the initial application process has been completed. The termly payment will depend on the amount of applicants and this amount will be confirmed to students once the application process is completed and before the first payment is made.

We are aware that family circumstances may change throughout the year, and therefore we welcome applications at any time if you feel that your situation has changed, and you are eligible. If a student applies for Bursary part way through the academic year, payments will commence once their application has been approved (they will not be eligible for back payments).

It is envisaged that students will use their termly payments to support their learning in a variety of ways, for example to help towards the cost of travel to/from open days, course textbooks, revision materials and other resources specific to the subjects they are studying.

Bursary support is subject to satisfactory attendance (90%+) and attendance at all examinations. If attendance falls below 90%, termly bursary payments will be withdrawn until attendance improves.

Students who would like to apply for support from the Fund need to complete the application form and return it, along with proof of household income.

Please note: Payments are made directly to the student, so the bank account details provided must be in the student's name.

For more information, please contact the school (telephone number 01249 650693, or email [admin@hardenhuish.wilts.sch.uk](mailto:admin@hardenhuish.wilts.sch.uk)).

Additional information:

- To be eligible students must be aged under 19 at the start of the academic year.
- Proof of household income can come from a P60 / benefit letter, Tax Credit Award Notice or evidence of self-employment income.
- Proof of household income can come from a P60 / benefit letter, Tax Credit Award Notice or evidence of self-employment income.

## 11. Appendix 2: Application (Bank account)

Must be student bank accounts, not parents, as money paid to students.

Hardenhuish School

APPLICATION FOR 16-19 Bursary Fund

PUPIL'S SURNAME	FORENAMES	DATE OF BIRTH
NAME AND ADDRESS OF BANK	ACCOUNT NO.	SORT CODE
NAME ON ACCOUNT		

Names of Adults who live at the student's main address:		
SURNAME:	FORENAME:	MR / MRS / MISS / MS
HOME ADDRESS:		
POST CODE:		
TELEPHONE NUMBER:		

NAMES OF ADULTS IN HOUSEHOLD	Adult 1:	Adult 2:
Employer's Name and Address:		

NATIONAL INSURANCE NUMBER:		
Please attach proof of current earnings e.g. latest P60, Tax Credit Award Notice or a letter from the Benefit Centre with details of current benefits and income.		

We certify that the information given on this application form is, to the best of our knowledge and belief, correct and the evidence that is provided is accurate and complete. We have read and understood the School's policy on Bursary Fund awards and are willing to comply with this policy.	
Signatures of Applicant(s):	Name:  Signature:  Date:
	Name:  Signature:  Date: