16 – 19 BURSARY POLICY

2026 - 2027

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CLEEVE SCHOOL

AND SIXTH FORM CENTRE OF EXCELLENCE

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16 – 19 BURSARY POLICY 2026 - 2027

Purpose of Policy / Introduction

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. The main aim of this is to ensure that all students can access school and access learning as fully as possible. Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (this will vary from school to school based on demographic information).

There are two types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries which institutions award using policies they set, in line with these funding rules

The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help contribute towards the cost of essential books or equipment or with the cost of travelling to school, for example. The bursary fund is not intended to support costs not related to education (living costs), extracurricular activities or provide learning support, nor is it intended to provide services that institutions give to students – such as counselling, mentoring or extra tutoring.

A contingency fund of 5% will be kept for students who join the Sixth Form part way through a year or whose circumstances change during the year.

Criteria and Eligibility

- A student must be aged 16 or over but under 19 on 31 August of each academic year (the final day of the academic year) to be eligible for help from the bursary fund in that academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).
- Students must meet the residency criteria in DfE funding rules for 16-19 provision for post-16 provision.
- Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. The defined vulnerable groups are students who 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

- Students who meet the criteria can apply for a discretionary bursary. The groups that will be considered for this bursary are:
    - Students in receipt of Free School Meals. Note that entitled to the 16-19 bursary is not automatic for those who received free school meals in Year 11 – an application is still required.
    - Students whose home Household income is less than £30,000, with priority consideration give to those with Household income below £25,000.

Evidence Required

- If you are applying for the Discretionary Bursary the following evidence is considered:
    - Working Tax Credit/Child Tax Credit, Universal Credit statement, evidence of any other benefits showing household income or letter from HMRC.
- If you are applying for a bursary for Vulnerable group, the following evidence is considered appropriate by the government:
    - for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
    - for students in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training.
    - For students in receipt of UC, institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on for students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided

Conditions of Funding

- 16-19 Bursary Funds can only be used for to help off-set costs directly linked to a student's education, costs that are essential to a student's education and that would otherwise prevent a student from attending school or participating. For example (but not limited to) contribution towards the cost of:
    - Transport to and from school
    - Books and equipment
    - Additional Course Costs (curriculum related trips and residential)
    - Meals at school
    - University Open Days and/or Interviews
    - Specialist clothing
    - IT equipment (NB: ownership of IT equipment will be retained by the school – i.e. the student will have the equipment on loan during the time that they are eligible for funding)
- Students will be reviewed termly to ensure that they are adhering to the Learning Agreement (see below). Funding may be withdrawn if they are failing to do so.

- Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.
- Students are required to inform the school of changes in their financial circumstances.

Applications and Assessment

Cleeve School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries.

- Applications can be downloaded from the school website https://www.cleeveschool.net/Sixth-Form/Bursary-Information/ or from the Sixth Form Office
- **Students must complete and sign the Learning Agreement**
- Applications should be returned, **with required evidence and signed learning agreement**, to Mrs Frape, Head of Sixth Form and received no later than 1st October.

Payments will be made based on actual financial need and students will be awarded the amount of support they need to participate in education based on an assessment of the types of costs they have. There will be no blanket or flat rate/fixed rate payments.

If financial circumstances change and a student becomes eligible to apply, applications can be made later in the academic year.

Important Information

- Where possible, bursary payments will be made in-kind, i.e. the school will purchase on behalf of the student for items such as travel passes, credits for meals, curriculum related trips, required books and required equipment.
- Any requests for reimbursements for items bought by the Student must be made on the school bursary application form and accompanied by a VAT receipt. All reimbursements will be made via BACS payment to the Student.
- Students should ensure they have a bank account in their name through which to receive funds.
- This is a year-on-year Government Funded Grant and awards to students therefore relate only to current academic year and therefore applications need to be renewed annually.
- Please be aware that that an application is no guarantee of payment, even if the eligibility criteria is fulfilled. Each award will be made on a case-by- case basis.

Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth, and if such a meeting fails to resolve any differences they should make a written complaint for consideration to the Executive Head.

Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and will be expelled from the school.