



# **16-19 Bursary Policy 2025**

**A bursary to support post 16 education**

<b>Policy reviewed, updated and ratified by the GB:</b>	<b>October 2025</b>
<b>Date of next review:</b>	<b>September 2026</b>

## 1. Introduction

The 16-19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education and Skills Funding Agency (ESFA) sets the allocation for each academic year based upon census information submitted for the previous year.

Five percent of the allocated fund will be used towards the administration of the bursaries in accordance with the ESFA 16-19 Bursary Fund Guide for 2025/26.

## 2. Eligibility

2.1 There are two types of 16 to 19 bursaries:

- A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups (Type A)
- Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment. Institutions are responsible for managing both types of bursary (Type B & Type C)

**Type A - Bursary for Vulnerable Groups** - for students in the defined vulnerable groups in 2.3 below. They are eligible for £1200 per academic year. This will be divided into half termly payments made throughout the year by BACS.

Evidence of eligibility will be required in the form of:

- a letter setting out the benefit to which the young person is entitled; written confirmation of the young person's current or previous looked after status from the local authority which looks after them or provides their leaving care services.

**Type B** - Students in receipt of free school meals or means-tested benefits can apply for a bursary for the academic year. This will be divided into half termly payments made throughout the year by BACS.

Evidence of eligibility will be required in the form of:

- Receipt of benefit and/or P60
- Universal Credit Award Notice
- Evidence of self-employment income

The size of the allowance will be established upon agreement by the school. All evidence of household income will be in strict confidence.

**Type C** - Students can apply for an in-kind discretionary bursary for specific educational purposes if there is financial need. This amount will not exceed £250.00 per annum. These include, but are not limited to:

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips
- UCAS fees

## 2.2 Age

- To be eligible to receive a bursary in the 2025 to 2026 academic year a student must be aged 16 or over but under 19 at 31 August 2025.
- 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).
- These two groups of aged 19 plus students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation.
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.

**2.3 Vulnerable Groups Bursary:** Students who meet one of the four criteria below (plus the other criteria for age and residency) and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year (if they are participating on a study programme that lasts for 30 weeks or more; a pro-rata amount is paid to students on study programmes of less than 30 weeks).

### **The defined vulnerable groups are students who are:**

- in care
- care leavers
- receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

### **Evidence of eligibility**

Northwood School will obtain proof that students are eligible for a bursary for vulnerable groups. The school will ask for evidence from each student and retain copies for audit purposes. For example:

- 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 Income Support, a copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must not specify any conditions that prevent the young person from being in further education or training (some young people in receipt of benefits are not allowed to participate)
- For students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence

Payments, a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

- 2.4 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. If more students apply than there are bursary funds available, the allocated payments may be adjusted. Payments may be limited by the level of demand for bursary support. The receipt of bursary monies is never guaranteed.

All decisions about which students receive a discretionary bursary and how much bursary they receive must be based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme. Northwood School will not make blanket or flat rate payments to students without considering the actual needs of each student.

- 2.5 A student's household income will usually be assessed as evidenced by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.
- 2.6 Receipt of a bursary should be conditional on the student meeting agreed standards set out in Appendix 1.
- 2.7 Students who fail to meet the agreed standards in Appendix 1 will not be entitled to receive their half-termly payments for as long as the standards are not met.

### **3. Administration**

For audit purposes, hard copies of all documentation for the Bursary Fund should be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the learner was assessed and the funds issued.

### **4. Applications and payment process**

- 4.1 Students should apply for a bursary (Type A & Type B) by 23rd September 2024. Students may apply for a Type C discretionary bursary at any time in the school year. Applications will be considered on a case by case basis, based on individual need and funding available. Students must apply for funds for specific educational purposes. All applications must be submitted to the Sixth Form Administrator using the form in Appendix 2.
- 4.2 The assessment panel will assess each claim and authorise payments.
- 4.3 The assessment panel will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications

and evidence. The assessment panels will consist of Head of Sixth Form, Deputy Head of Sixth Form and the Sixth Form Administrator.

- 4.4 Payments from the Bursary Fund in the case of emergencies can be authorised by the Assistant Headteacher for the Sixth Form.
- 4.5 Students will be informed in writing of the decisions of the assessment panel within one week of the assessment panel's meeting. Appeals over decisions made must be made in writing to the Headteacher. An appeals panel consisting of at least one governor will meet to hear all appeals. Appeal decisions will be made within 10 working days after the appeal panel date.
- 4.6 Bursary payments are made by cheque or BACS on a half-termly basis.
- 4.7 Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Payments may be made to a joint account, as long as the student is one of the account holders.
- 4.8 Type C Bursaries will be paid 'in kind'. Such items will be provided to the named individual. In the case of books or equipment, they must be returned at the end of the course.
- 4.9 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

## **Appendix 1**

### **16-19 Bursary**

#### **Eligibility criteria**

In addition to an assessment of financial situation, the Assessment Panel will use the following criteria to assess your eligibility for support under the 16-19 Bursary Scheme and payments will only be made when these criteria are met:

1. 97% Punctuality
2. 97% Attendance - Only three occasions of absence will be authorised per school year when covered by a parent/carer's note or phone call. (Any further periods of illness will not be paid);
3. 100% attendance at all timetabled lessons/registrations
4. Adherence to the school's behaviour policy: exemplary conduct towards staff and all members of the school community. Any detentions/exclusions regarding behaviour will lead to a refusal for bursary support.
5. Commitment to completing homework on time and to a high standard

For new students to Northwood School - before a payment is made you must submit a photocopy of one of the following to your year office/finance office:

1. Birth certificate
2. Photo page of passport
3. Residency documentation for non-British citizens

## **Appendix 2**

### **Northwood School Application for Financial Support from the 16-19 Bursary Fund 2025-26**

#### **Deadline**

Applications must be received by Wednesday 22nd October 2025. Those received after that date will be considered in date order and subject to available funds.

#### **The Data Protection Act**

Information provided on this form will be treated in confidence. However, the school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for that purpose.

**PERSONAL DETAILS**

<b>Surname</b>	
<b>Forenames</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Date of birth</b>	
<b>Telephone</b>	

**TYPE OF PAYMENT APPLIED FOR-** (please tick)

<b>Type A-</b> Identified vulnerable students eligible for the £1200.00 bursary per annum	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support in my own right	
I am in receipt of Universal Credit because I am financially supporting myself	
I am in receipt of Universal Credit because I am financially supporting myself and someone who is dependent on me and living with me (child/partner)	
I am in receipt of Disability Living Allowance in my own right <u>as well as</u> Employment and Support Allowance or Universal Credit in my own right	
I am in receipt of Personal Independence payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right.	
<b>Type B-</b> Identified students eligible for a termly discretionary bursary	
Student is in receipt of free school meals	
Family is in receipt of means tested benefits	
<b>Type C-</b> Identified students eligible for an in-kind, discretionary bursary for specific educational purposes. This will not exceed £250 in one academic year.	
Please see supporting documentation needed in the table below. Submit this documentation with this application form.	

Application for a discretionary bursary (Type B)

Please specify below how the bursary funds awarded will be used.		
<b>Use of bursary funds</b>	<b>Tick as appropriate</b>	<b>Notes / further details</b> <i>(please give specific information about the amount required and how it will be spent.)</i>
Cost of Transport		
Educational resources (books and/or equipment)		
Meals in school*		
Educational trips/ University Visits		
UCAS fees		
Clothes		
Other		

\*NB - students who are eligible for free school meals will continue to receive these regardless of whether or not they apply for a bursary.

**HOUSEHOLD INCOME** (required for Type A, B, and C applications)

Please include the required **original** supporting documentation with this form. All evidence will be photocopied and dealt with in strictest confidence.

Please tick the supporting documentation provided:

Receipt of benefit	
P60 (tax year 2025/26)	
Universal Credit Award (for most recent tax year)	
Evidence of self-employment income (SA302 for most recent tax year)	
A letter of application, together with evidence for an in-kind, discretionary payment (Type C)	

# Northwood Sixth Form

## 16 to 19 Bursary Scheme Learner Agreement

The Northwood School Sixth Form 16-19 Bursary Scheme is payable to eligible students half termly in arrears, provided the following conditions have been met.

- ✓ 97% Punctuality;
- ✓ 97% Attendance - Only three occasions of absence will be authorised per school year when covered by a parent/carer's note or phone call. (Any further periods of illness will not be paid);
- ✓ 100% Lesson Attendance when in school;
- ✓ Behaviour in line with school behaviour policy;
- ✓ Routine doctor/dental/medical appointments should be made outside of school hours;
- ✓ Homework to be completed and handed in on time.

Student Name.....

Signed .....

Date .....

### DECLARATION

All applicants must sign the declaration. Where the applicant is under 18 the form must also be signed by a parent / guardian.

I believe all the information given in this form is accurate and correct. I will inform the school in writing of any change or alteration to the information given. I understand that if there is any change to my financial circumstances my eligibility to financial support will be reviewed. I undertake to attend regularly and complete my course. If my attendance or work rate falls below the expected standard or if I withdraw from the course, I understand I may no longer be entitled to any

assistance. Furthermore, I understand I may be asked to repay an appropriate sum of grant already given.

If financial assistance is paid to me or on my behalf and is, for whatever reason, more than I am entitled to, I will pay back the balance.

Student signature..... Date .....

Where applicant is under 18 parent / guardian must also sign

Signed (parent/guardian)..... Date .....

What happens next? We will contact you by letter as soon as we can.

<b>Sixth Form Administrator use only</b>	
Date application received	
Date application reviewed	
Supporting documentation photocopied, and returned	
Level of bursary agreed	

## ACCESS and OPPORTUNITIES POLICY

Northwood School seeks to provide access and opportunities for all. It operates a policy the aim of which is to ensure that unfair discrimination does not take place in the provision of Bursary Funds. To help the school monitor the effectiveness of the policy you are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into consideration when considering your application.

<b>GROUP</b>		
Please tick the relevant box		
<b>WHITE</b>	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other White background	
<b>MIXED</b>	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
<b>ASIAN or ASIAN BRITISH</b>	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
<b>BLACK or BLACK BRITISH</b>	Caribbean	
	African	
	Other Black background	
<b>CHINESE</b>	Chinese	
<b>OTHER ETHNIC GROUP</b>		
<b>NOT STATED</b>		