



Bursary Fund Policy

Date Published	September 2024
Version	2
Approved Date	September 2026
Review Cycle	Annual
Review Date	September 2027

An academy within:



“Learning together, to be the best we can be”

1. Introduction: What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to your school, college or work experience. Alternatively you might need extra help to buy books, clothing or equipment for your course, or pay for educational visits.

The Willows School will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood;
- assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund; and
- used to widen access to, and participation in, post-16 education There are two types of bursaries:

➤ Vulnerable student bursary— you could receive up to £1,200 if you are:

In local authority care or you have recently left local authority care;

Receiving Income Support, or Universal Credit because you are supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child

Receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right.

➤ Discretionary bursary

You can apply for a discretionary bursary' if you aren't eligible for a vulnerable bursary, but you need financial help to stay on in further education. Distribution of this element of the funding is at the discretion of Newman school and will be targeted towards young people facing the greatest financial barriers to participation.

Bursary funding is subject to funds available at all stages.

Additional Help- Under exceptional circumstances and subject to funds available (and for any students who are experiencing short-term financial hardship), students who are not automatically eligible for an award can also apply for help with one-off course related expenses (proof of income or hardship will be asked for).

Consideration of applications for additional help for students whose parent(s)/carers gross annual household income is between £16,191 and £30,000, will be subject to the level of available funding. Applications from students where the family income is above £30,000 will be considered where there is evidence that funding may/will be required due to the individual circumstances of the family. Applications for additional help will be considered on an individual basis.

The level of support which the school can offer is dependent upon the total funding available and the number of applications it receives. Please note: there is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. The level of funding may vary during the academic year.

2. Eligibility criteria

You must be at least 16 and under 19 on 31 August 2022 to apply for a bursary. As a limited amount of discretionary funding is available funding must be allocated to applicants in the following priority

- 2.1. Students who receive free school meals or whose household income is below £16,190
- 2.2. Students whose household income is above £16190 but below £30,000

The Willows School aims to ensure its bursary fund eligibility criteria are applied correctly and consistently to all students.

3. How will the bursary be paid

Both elements of the vulnerable bursary and discretionary bursary are for participation costs only. The Willows School will decide what participation costs a student has and will award funds appropriately. Bursary payments will be this means instead of receiving money, students could get a travel pass, help towards transport costs to school, transport to work experience, free meals, or course materials. Alternatively you might need extra help to buy books, clothing or equipment for your course, or pay for educational visits.

The standards of behaviour, attendance and other specific conditions must be met.

4. Application process

An application form is provided to all Post -16 students in September, with the request to return it by 30th September to ensure funds can be allocated in a timely way. The Family Support Officer helps families to complete the forms and advises on appropriate documentation as required, to maximise applications. However, in line with EFA recommendations for best practice, there is no absolute cut-off date for applications.

All students will be assessed individually for either bursary. Evidence must be provided to support applications.

For the latest up to date DFE information and guidance use the following link:
[16 to 19 education: financial support for students - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students)

5. Contingency

A small amount of funding will be retained for use as a contingency fund to support eligible learners who may experience unexpected financial hardship in unforeseen circumstances. This may include students who join the school later in the year, or whose needs/family circumstances change.

6. The Appeals Procedure

Any appeal made regarding the allocation of either element of the Bursary funds would follow the school complaints procedure.

7. Confidentiality

The Willows School will ensure that applications are handled confidentially. For audit purposes, however, hard copies of all documentation for learner support will be kept for a period of six years. The information will be made available for audit purposes. Some records may be computerised but these will be held securely and in compliance with the Data Protection Act.

8. Equal Opportunities

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.

This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the EFA.

[16 to 19 education: financial support for students - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students)

If an institution purchases books or equipment for a student, they must specify the student must return these at the end of their study programme so they can be used again by another student where appropriate. So, if an institution purchases equipment (a laptop would be one example) that is necessary for the student to complete their study programme, they can purchase this with bursary funds and specify the student must return it once they have completed their study programme. If keeping equipment on campus is the best way of ensuring this happens, institutions have the right to set this as a condition.