



Woodside Academy

THE 16-19 BURSARY POLICY

Responsible post holder	Assistant Headteacher and SENCO
Approved by / on	
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Publication Method	Website

Aims

The aim of this policy is to ensure transparency and fairness in the distribution of the 16 to 19 Bursary. It has been written to show how funds will be distributed to the designated vulnerable groups plus any other student within the school that may suffer hardship and thus not be able to access post 16 education successfully.

Objective

The key objective of the 16 to 19 Bursary is to provide financial support to young people aged between 16 to 19 (must be under 19 on 31st August of the academic year they start course) who face financial barriers that may well stop them accessing education.

Eligibility Criteria

For students to be eligible for the bursary fund, students must meet the criteria as listed below

- A student must be aged 16 or over but under 19 at 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they have an EHCP.

Bursary Groups

This policy follows the requirements of the 16-19 Bursary Guidance 2022-23, providing pupils with the opportunity to benefit from the fund at different levels according to individual circumstances. There are two type of bursaries Vulnerable and Discretionary. The two different bursary types will be sanctioned under separate headings.

Discretionary Bursary

Discretionary bursaries can be offered to students including those eligible for Free School Meals and other low income families, who are able to demonstrate financial hardship through income based benefits. All students applying for the Discretionary Bursary will need to provide **two** examples of evidence and if claiming for this type of bursary a record of their household income may also be required.

Evidence can include any of the following:

[Local Authority letter confirming Free School Meals Entitlement](#)

[Universal Credit](#)

[Income Support](#)

[Employment & Support Allowance](#)

[Jobseekers Allowance](#)

[Child Tax Credit](#)

[Working Tax Credit](#)

[Carers Allowance](#)

[Any evidence to support low income for example, P60 or P45](#)

[Personal Independence Payment Letter](#)

Vulnerable Bursary (Vulnerable Groups)

“Vulnerable groups” have been highlighted as the key recipients of this Bursary to ensure that they are not disadvantaged. The list below clearly states what constitutes a vulnerable group and is specific to the student and not the parent/carer.

1)They are in care; 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)They are a care leaver

3)The student is 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.

4)The student is 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 for Bursary

To submit your child's application for the Vulnerable or either the Discretionary Bursary you will need to provide these examples of evidence

- 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.
- 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 and the evidence must confirm that the young person can be in further education or training.
- 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. Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

Universal Credit award notices when these are offered as evidence of household income. We will need to see the 3 most recent monthly award statements. The take-home pay figure in addition to the amount of Universal Credit after all deductions have been made will give a total monthly income. Using 3 months statements will act as a guide to the household income for a quarter of a year, this will allow us to estimate assumed income for a full year.

The School Procedures

All post 16 students will be notified of the Bursary Fund via a letter. Please return the slip if you are interested in applying for the Bursary fund. An application form will be then sent to you. An initial deadline date will be set for the return of the form to be received in order that applications may be processed quickly and avoid delays in payments. Please ensure you submit evidence where required. Each student will be assessed on an individual basis to ensure transparency and fairness. After application and evidence is submitted we will notify you whether or not your child qualifies for financial support.

Once in receipt of the Bursary an agreement/contract has to be signed by the parent and student if under 18 before the first payment is made to ensure all parties are very clear about the regulations surrounding the bursary.

Once in receipt of the bursary, pupils will be monitored on their attendance and behaviour where appropriate.

Attendance

For students to be eligible for payments, their attendance must be 85% or above unless there is medical evidence to support absence. We will continue to check that your child has met the conditions. If your child falls below 85% without a valid medical reason we may withhold some or all the payments.

Behaviour

Behaviour should also be at an acceptable standard. If there are concerns about the student's behaviour, then a review will take place before their next payment is due and a decision will be made as to whether the student should receive their payment for the duration of the monitoring period.

Payments

Payments will be paid directly into the student's bank account. The Bursary fund that the student will receive can be used for travel, meals during the day or to buy equipment or books they may need for their course. Receipts/evidence will need to be kept as we may ask for these during this time.

The Bursary fund is not intended to provide learning support - services that institutions can give to students for example, counselling, mentoring or extra tutoring. To support extra-curricular activities where these are not essential to the students' study programme or to support general household incomes.

How much will I receive?

Under the current rules of the scheme students who qualify for the Vulnerable Bursary may receive a bursary of up to £1,200 per year based on a financial needs assessment and the amount of support required to participate in post 16. There is the possibility the award may be limited or assessed as not required.

Amounts paid to students qualifying for the Discretionary Bursary can vary from year to year depending on the amount of funding the school receives, the number of applicants and their individual needs.

What if my application is turned down?

You have the right to appeal. You should put your case in writing and address it to the Head teacher. Any appeal must be made within seven working days of being advised of the decision.

Fraud

Any information given to the school will only be used for the purpose of processing an application for the 16 -19 Bursary Fund. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public money.

Further information

Further national information on the 16-19 Bursary Fund can be found at

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

Reviewed by: B Lloyd (Assistant Headteacher and SENCO)

Approved and Adopted by: