



Sixth Form Bursary Policy

Approved by: Full Governing Body

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Next review due by: July 2025

Policy Owner: School Business Leader

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1. Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial considerations.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund, which will vary from school to school based on demographic information.

Students who are eligible must **apply by the 30th September** and must also supply the required evidence to support the application. This fund is designed to help support those young people who face the greatest barriers to continuing in education post 16. The fund has two elements: the Vulnerable Bursary for vulnerable young people and the Discretionary Bursary for young people facing financial barriers to participation. These funds can be used by the students to help pay towards the costs related to participation in full-time education, such as transport, meals, University Open Days, University interviews, books and equipment.

2. Criteria and Eligibility

The Governors of Bow School have agreed a policy for the distribution of the funding which states that 5% of the total funding will be held back for administration costs and 10% of the total funding will be held back for applications that are received after the deadline of 30th September (i.e. change of circumstances and new students). It is therefore vital that those who are eligible apply before the deadline of 30th September to avoid a substantially lower ratio of funding. To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable. The remaining 85% will be prioritised and allocated as follows:

(A) Vulnerable Bursary Group: These students will receive £1,200¹ for the year based on enrolling on a Full Time (EFA funded) course and meeting the Students 'Commitment Condition' stated below.

Vulnerable Bursary students are:

- Young people in care
- Care leavers
- Young people **personally** in receipt of 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
- Disabled young people in receipt of 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

Please note: Original sources of evidence will be required by the school at the point of application.

(B) Shared Residual Allocations: The remaining sum ('residual fund'), i.e. after the Vulnerable Bursary or other discretionary deductions have been made, will be allocated as follows:

Step 1: Eligible applicants are identified as falling under one of the three Student Tiers of Need below:

Student Tier A – Students who have successfully claimed Free School Meals for the current academic year or whose parent/carer income is less than £16,190. Evidence: Original Local Authority letter / school transition data or Original Tax Credit documentation from HMRC.

Student Tier B – Students whose parent/carer income is less than £20,817. Evidence: Original Working Tax Credit annual statement letter from HMRC.

Student Tier C – Students whose parent/carer income is less than £25,520. Evidence: Original Working Tax Credit annual statement letter from HMRC.

Each Tier then has a specific weighting multiple for a share of this residual fund as in Step 2 below:

Step 2: Size of maximum payment depends upon the Student Tier, number of applicants and the total amount of funding available.

Tier	Weighting Multiple
A	3
B	2
C	1

¹ Amount subject to change by the Education Funding Agency

Conditions of Funding

Students will be reviewed termly regarding their weekly attendance, timekeeping and conduct at pre-set dates throughout the year. In order for each week of the term's funding to be authorised, students must have **zero unauthorised absences** in that week. Student bursaries will be paid termly in arrears.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the bursary must be used to help off-set costs directly linked to their education, for example:

- Transport
- Books and Equipment
- Hardship Costs
- Additional Course Costs (trip and/or residential)
- Costs to travel to Higher Education Open Days / Interviews

Students in receipt of the bursary funding may not be eligible or granted any further financial support from the school in help towards these costs.

Students will also be required to inform the school of changes in their home financial circumstances.

3. In Year Applications and the Contingency Fund

Applications outside of 'Window 1', from the 1st October, will be allocated from the Contingency Fund (10% of total Bursary Fund Centre Allocation). An estimate of the 'residual funds' figure will be made by the Bursary Fund Panel and Steps 1, 2 and 3 applied as above. This means that non-Guaranteed Bursary Group student allocations may vary according to the 'residual funds' available in Windows 1 and 2 and during the year. Applications outside of Window 1 will also be pro-rata based on the student enrolment date and academic year.

4. Procedure for Application

To make an application, students/parents/carers should complete the Application Form and return this to the ~~Head of Sixth Form~~Assistant Head of Year 6 Form. Students are advised to ensure that they have the correct evidence before submitting their application forms, as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked 'Private and Confidential' for the attention of the ~~Head of Sixth Form~~School Business Leader. The applications will then be logged and checked, each claim will be considered and a decision made in accordance with the bursary guidelines.

All information supplied will be treated in the strictest of confidence throughout the process and all original documentation will be returned once the applications have been verified.

5. Timing and Amount of Funding

- a. Students are only eligible for funding if they are legitimately enrolled and attending as defined by the criteria
- b. Applications for the Bursary Fund may be made in the time periods below:
 - **Window 1:** For a response by the 19th October, applications with evidence should be received by the 30th September **with original evidence attached**
 - **Window 2:** Applications with evidence received after the Window 1 deadline but before the 19th October will receive a response by the 30th October
 - **In Year Applications:** Beyond Window 2, applications will receive a response within 10 working days of submission. The final deadline for any application is the final day of Spring Half Term

All applications outside of Window 1 will also be pro rata based on the student enrolment date and academic year.

- c. It is expected that at least 85% of the funds for the year will be allocated in November
- d. Funding Schedule: The Bursary awarded will be paid termly in January, April and July

6. Important Notes

- All funding awards will be made via BACS payment to the bank account of the student
- Students should ensure they have a bank account in their name through which to receive funds
- If a partial allocation is made, the payments will be related proportionately.
- This is a year on year Government Funded Grant and awards to students therefore relate only to current academic year and therefore need to be renewed annually
- All evidence should be dated within the last calendar year before application



Bursary Fund Application Form

Student's Full Name:	
Address:	
Contact Number:	
Date of Birth:	

Please tick your eligibility:

Vulnerable Bursary Group: Vulnerable Bursary students are:

- Young people in care
- Care Leavers
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- Disabled young people in receipt of 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: Original sources of evidence will be required by the school at the point of application.

Student Tier A – Students who have successfully claimed Free School Meals for the current academic year or whose parent/carer income is less than £16,190.

Evidence: Original Local Authority letter / school transition data or Original Tax Credit documentation from HMRC.

Student Tier B – Students whose parent/carer income is less than £20,817. Evidence: Original Working Tax Credit annual statement letter from HMRC.

Student Tier C – Students whose parent/carer income is less than £25,520. Evidence: Original Working Tax Credit annual statement letter from HMRC.

Signed: _____ **Date:** _____