



**St Edward's
School**

Unity - Achievement - Faith

16-19 Bursary Policy

**Reviewed by the Business and Premises Committee
On: 21st April 2026**

Next review date: Summer 2028

SLT is responsible for oversight of this policy's implementation

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Mission Statement

This policy covers St Edward's approach to administering the 16 – 19 bursary within the Sixth Form. This bursary helps young people to access their education within the Sixth Form when they might be experiencing financial difficulties or barriers. This links closely with our mission statement:

MAY WE BE ONE

In purpose – educating for life in all its fullness

In faith – encountering God who lives among us, calling us to unity

In dignity – nurturing confidence and maturity

In community – striving together for justice, love and peace.

In particular the 16 – 19 Bursary Policy at St Edwards will focus on the “in purpose” and “in community” parts of the mission statement. It aims to help all of our sixth form students to experience and be supported in their education. The support that this bursary offers will help students to stay in education and provide them with the same opportunities as their peers. In this way then, the 16-19 Bursary also makes significant contributions to our aim of “striving together for justice, love and peace” as it helps to remove some of the barriers of financial inequality that are experienced by some of our students.

1. Aims

The aim of this policy is to:

Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds.

Make clear to parents, carers and students the type of support which is available and the means of applying for it.

2. Guidance

This policy is based on advice from the Department for Education on the 16 to 19 Bursary Fund.

3. Roles and responsibilities

The governing body

The governing body has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

The headteacher

The headteacher is responsible for ensuring appropriate staff are familiar with the 16 to 19 Bursary Fund policy, and that it is being applied consistently.

Staff

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation when necessary.

Parents/Carers

Parents/Carers are expected to notify the Sixth Form Administrator of any concerns or queries regarding the 16 to 19 Bursary Fund policy.

4. What is the Bursary Fund?

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education. In line with government policy, responsibility for the administration and distribution of the 16-19 Bursary Fund is devolved to the school. The guidance in this document follows government guidelines and aims to be fair and transparent in its application.

There are two types of 16-19 bursaries available:

Level 1 – for defined vulnerable groups of up to £1,200 per year

Level 2 – discretionary bursary for students who require financial support to allow them to stay in education

5. Eligibility

5.1 To be eligible to receive a bursary the student must be aged over 16 but under 19 on 31st August in the relevant academic year, or over 19 with an Education, Health and Care Plan, or are continuing on a course that they started aged between 16 and 18. Students must also satisfy residency criteria set out in DfE funding rules (full details available on request). Applications are encouraged at the start of the Autumn term, but are welcome to be submitted throughout the academic year if family circumstances change. As per the Government guidance, receipt of Bursary funding does not affect receipt of other means tested benefits paid to families.

There are 2 types of 16 to 19 bursaries available:

5.2 Level 1 – Vulnerable Group Bursary

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit in their own name
- receiving Disability Living Allowance or Personal Independence Payments in their own name as well as Employment Support Allowance or Universal Credit in their own name.

5.3 Level 2 – Discretionary Bursary

We can consider discretionary bursary awards to students to help them overcome individual barriers to participation. This means to help with the cost of travel or to buy essential books, equipment or specialist clothing. Students must be able to demonstrate that they have a financial need. As a guide, we will consider applications from families in receipt of Universal Credit, or with total household income, including all benefits, of up to £25,000 per annum. We would not normally expect to offer financial support to families with total household income of over £25,000 per annum, unless exceptional circumstances apply.

6. What will you receive?

6.1 Level 1 – Vulnerable Group Bursary

Support of up to £1,200 per annum, to support barriers to participation, where there is a financial need. An award is not automatic.

6.2 Level 2 – Discretionary Bursary

Support from this part of the bursary will be decided on a case-by-case basis and is at the discretion of the Bursary Panel (The Bursary Panel will consist of the Head of Sixth Form, The School Business Manager and the Sixth Form Administrator).

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education and should be essential for the student to access their education provision. Examples could include:

- a bus pass so the student can attend school,
- a laptop so the student can complete their schoolwork,
- payment for a UK school trip that is related to their studies
- equipment such as art materials, stationery, textbooks, revision guides
- purchasing of specialist clothing that may be required for a subject course.

The 16-19 Bursary Fund cannot be used to provide learning support (e.g. tutoring, mentoring, counselling), extra-curricular activities which are not essential to a student's studies and general living costs. The above limits are subject to available funds.

These items will either be purchased on your behalf, or you will be reimbursed or partially reimbursed following production of receipts/proof of payment. Purchases must be approved by the school in writing in advance of making a purchase. No cash payments will be made.

Whilst applications are being processed, any purchases that you wish to make must be agreed by the school in writing if any reimbursement is to occur. It is important to retain all receipts/proof of purchase if you wish to apply for reimbursement. Qualifying students will be provided with information regarding how to claim reimbursement and how to make further spends from their allocated fund. If for any reason proof of purchase has not been retained, please speak to the Sixth Form office.

7. Evidence Required

7.1 Level 1 – Vulnerable Group Bursary

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.

For students in receipt of Universal Credit or Income Support in their own name:

- A copy of the award notice. For students in receipt of Universal Credit, an additional document such as a tenancy agreement, utility bill etc, is also required.

For students in receipt of Disability Living Allowance or Personal Independence Payments in their own name:

- A copy of the award notice. Evidence of Employment Support Allowance or Universal Credit being paid is also required.

7.2 Level 2 – Discretionary Bursary

Evidence of total household income below £25,000 is required and this could be in the form of one of the following:

- Universal Credit award notice – monthly statements for the last 3 months at least
- P60s
- Self-employed earnings/Tax Return
- Last 3 months of bank statements
- Jobs seekers allowance award letter
- Benefit Statement for the current tax year
- Pension Guarantee credit

8. How to apply

Applications should be made on the 16-19 Bursary Fund Application Form requesting the correct level of Bursary; a copy is available in Annex A. This completed application form, along with copies of the required evidence should be submitted for the attention of the Sixth Form Administrator either electronically or in paper format to the Sixth Form Office. The information disclosed will only be shared with the Bursary Panel for decision-making purposes. The application form and copies of the evidence will also be securely kept for audit purposes. Our approach will always respect confidentiality, and will be sensitive to need, always seeking to help where we possibly can.

9. Conditions for the receipt of bursary payments

Support is conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Good attendance (i.e. 90% and above cumulative attendance)
- Punctuality to registration and all scheduled lessons
- Good attitude to study and learning
- Good attitude to other members of the community and behaviour around the school site

Students who fail to meet these conditions may have their Bursary support withheld, reduced, or withdrawn. We will consider the impact on attendance that might be caused by illness, caring responsibilities, or other exceptional circumstances.

10. Ongoing Support

The Bursary Panel appreciate that additional support, outside of the original application, may be needed during the academic year. If additional support is required, please complete the form in Annex A and submit this for the attention of the Sixth Form Administrator, either electronically or in paper format to the Sixth Form Office. The Bursary Panel will then review this application taking into account the spend to date for the academic year and the available funds.

11. Communication, Governance and Monitoring

The Department for Education allocates a specific bursary funding to the school each year.

An award will be made according to the eligibility criteria and will be subject to the school's normal governance and audit regimes. If a student feels aggrieved about how their request for a bursary has been handled, then they should follow the normal complaints procedure for the school.

The Bursary Award will be monitored through the external school financial audit, through the DfE and through Ofsted.



St Edward's
Sixth Form

ACHIEVEMENT FOR EVERYONE

Annex A

Level 1 - 16-19 Vulnerable Bursary Fund Application Form

If you would like to be considered for a Vulnerable Group Bursary (Level 1), please complete this form and return it to the Sixth Form Office with your supporting documents.

Part 1 – Student Details			
Surname:		First Name (s):	
Date of Birth:		Age:	
Address:			
Postcode:	Telephone:	Email:	
Have you the right of abode and been resident in the UK for the last three years?			Yes ☐ No ☐

Part 2 – Vulnerable Group Bursary Award: To qualify for the full Bursary Award you must fall into one of the categories below and produce the required evidence as stated.	
I am in receipt of Income Support or Universal Credit in my own name (<i>evidence required – Income support or Universal Credit statement letter</i>)	
I am a Care Leaver (<i>evidence required – letter from Local Authority</i>)	
I live in Local Authority Care (<i>evidence required – letter from Local Authority</i>)	
I am an unaccompanied asylum seeker (<i>evidence required – letter from Local Authority</i>)	
I am a disabled student in receipt of Employment Support Allowance and Disability Living Allowance (<i>evidence required, financial statement showing both ESA + DLA</i>)	

Part 3 – Assistance Required: The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning.

Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in education. This information is strictly confidential and will only be used for this assessment purpose.

	Cost	Frequency Daily / Once / Other (If other please specify)
Transport Support – Cost associated with travel to and from school. Please supply details on the method of transport used (e.g. bus number) and the distance travelled.	£	
Lunch Money – if not covered by the free school meal system.	£	
Financial support towards essential equipment needed for your course – cost of books, materials and other resources. Please supply details	Yes / No	When required, please email 6thformoffice@st-edwards.poole.sch.uk
Educational trips/visits related to your course	Yes / No	When required, please email 6thformoffice@st-edwards.poole.sch.uk

Part 4a – Parent / Carer Details

Surname:	First Name (s):
Home Address (<i>if different from above</i>):	Home Tel:
	Mobile Tel:
Post Code:	Email:

Part 4b – Household Details: Please list the names of the household members and relationship to Student:

Name	Relationship to you	Age if under 16

Part 5: Declaration

- I/We declare that the information provided in support of this application is correct to the best of my/our knowledge.
- I/We will inform you immediately of any change of circumstance which may affect entitlement to support (e.g. change of family financial circumstances or if I leave school).
- I/We understand that this information will not be shared except for audit purposes.
- I/We understand that failure to comply with the School's Conditions of Payment may result in financial support being withdrawn.
- I/We are aware that payment is subject to the school receiving sufficient government funding.
- I/We understand that support is dependent on funds being available at the time of application. The fund is limited and once it is used no further funding will be available.
- I/We understand that it is an offence to make a false claim for public funding

Please sign below and return the form to the Sixth Form Office in a sealed envelope.

Student Signature..... Date:

Parent/Carer Signature..... Date

Office Use Only				
	Application received	Documents enclosed	Decision	Letter sent
Date				
Initials				



St Edward's Sixth Form

ACHIEVEMENT FOR EVERYONE

Level 2 - 16-19 Discretionary Bursary Fund Application Form

If you would like to be considered for the Discretionary Bursary (Level 2), please complete this form and return it to the Sixth Form Office with your supporting documents.

Part 1 – Student Details

Surname:		First Name (s):	
Date of Birth:		Age:	
Address:			
Postcode:	Telephone:	Email:	
Have you the right of abode and been resident in the UK for the last three years?			Yes ☐ No ☐

Part 2 - Discretionary Bursary Award: Particularly applicable if your household income is less than £25,000

Please tick to indicate what type of evidence you have attached. If you cannot provide evidence, then we cannot process your application for bursary payments.

P60	☐	Universal Credit Notice – 3 months statements (<i>award letter</i>)	☐	Tax Credit Award Notice	☐
Self-employed earnings (<i>official tax return</i>)	☐	Job Seekers Allowance (<i>award letter</i>)	☐	Pension Guarantee Credit	☐

Part 3 – Assistance Required: The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning.

Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in education. This information is strictly confidential and will only be used for this assessment purpose.

	Cost	Frequency Daily / Once / Other (If other please specify)
Transport Support – Cost associated with travel to and from school. Please supply details on the method of transport used (e.g. bus number) and the distance travelled.	£	
Lunch Money – if not covered by the free school meal system.	£	
Financial support towards essential equipment needed for your course – cost of books, materials and other resources. Please supply details	Yes / No	When required, please email 6thformoffice@st-edwards.poole.sch.uk
Educational trips/visits related to your course	Yes / No	When required, please email 6thformoffice@st-edwards.poole.sch.uk

Part 4a – Parent / Carer Details

Surname:	First Name (s):
Home Address (<i>if different from above</i>):	Home Tel:
	Mobile Tel:
Post Code:	Email:

Part 4b – Household Details: Please list the names of the household members and relationship to Student:

Name	Relationship to you	Age if under 16

Part 5: Declaration

- I/We declare that the information provided in support of this application is correct to the best of my/our knowledge.
- I/We will inform you immediately of any change of circumstance which may affect entitlement to support (e.g. change of family financial circumstances or if I leave school).
- I/We understand that this information will not be shared except for audit purposes.
- I/We understand that failure to comply with the School's Conditions of Payment may result in financial support being withdrawn.
- I/We are aware that payment is subject to the school receiving sufficient government funding.
- I/We understand that support is dependent on funds being available at the time of application. The fund is limited and once it is used no further funding will be available.
- I/We understand that it is an offence to make a false claim for public funding

Please sign below and return the form to the Sixth Form Office in a sealed envelope.

Student Signature..... Date:

Parent/Carer Signature..... Date

Office Use Only

	Application received	Documents enclosed	Decision	Letter sent
Date				
Initials				