



Last reviewed: Summer 2025

Next review due: Summer 2026

## VISION

Our Vision is to develop literate, numerate, global citizens who ASPIRE, i.e. they are: Ambitious, Self-confident, Physically literate, Independent learners, Resilient, Emotionally literate.

## AIMS

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full time education after Year 11.

The purpose of the bursary 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 that is available and the means of applying for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds.

## GUIDANCE

This policy is based on advice from the Department for Education on the [16 to 19 bursary fund for the academic year 2025 to 2026](#).

This policy complies with our funding agreement and articles of association.

## ROLES AND RESPONSIBILITIES

### The governing body

The governing body has overall responsibility for approving and monitoring the implementation of this 16 to 19 Bursary Policy, but can delegate this to a committee, and responsibility has been delegated to the Finance, Audit and Risk Committee.

### The Principal

The Principal is responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.

## USE OF THE BURSARY FUND

For the 2025/26 Academic year there are two elements to the Bursary Fund:

1. Bursaries for defined vulnerable groups  
A bursary of up to £1,200 per year for students in one of the defined vulnerable groups.

## 2. Discretionary Bursaries

These bursaries are awarded at the discretion of The Bourne Academy and they are intended for students who are most in need of financial support. Awards will be made to students in ways that best fit their individual needs and circumstances. In general, the maximum value of a discretionary bursary will be up to £600 per annum, but this will depend on the funds available and the circumstances of the applicant.

Once granted students will be entitled to use the funds to cover costs associated with their course. Examples include (but are not limited to):

- Educational books / CDs / equipment / materials/ specialist clothing
- Transport to and from school
- Educational visits and field trips related to courses
- Travel expenses to university interviews
- Exam retake fees
- Travel expenses for Bourne Ambassador meetings.

## **ELIGIBILITY**

The basic eligibility requirements of the bursary scheme are detailed below. These will be assessed in addition to the individual student's actual financial needs. No student will be awarded an amount of funding without an assessment of the level of actual financial need they have. These criteria apply to both vulnerable and discretionary bursaries unless otherwise noted.

### **Age**

To be eligible to receive a bursary in the 2025/26 academic year students must be over 16, but under 19, on 31 August 2025.

Students aged 19 or over on 31 August 2025 can apply for a discretionary bursary if they are continuing on a study programme that they began aged 16 to 18, or if they have an Educational Health and Care Plan (EHCP). These students can receive a discretionary bursary while they continue to attend education, as long as their eligibility continues, and the Academy considers they need support to continue their participation. Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

### **Eligible Education Provision**

Students must be participating in provision that is subject to inspection by a public body that assures quality. The provision must also fall into one of these groups:

- Be funded directly by the Department for Education or by the Department for Education via the Local Authority
- Be funded or co-financed by the European Social Fund
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the Department for Education's list of qualifications approved for funding 14 to 19
- Be a 16 to 19 traineeship programme.

Students are not eligible if they are on an apprenticeship programme or if they are on waged

training.

### **Residency**

Students must meet the residency criteria set out in the [Department for Education Funding Regulation for Post-16 provision](#) in the 2025/26 academic year. To meet the residency eligibility students must have the legal right to be resident in the UK at the start of their study programme.

### Vulnerable Bursaries Eligibility

Students who are in one or more of the groups below can apply for a vulnerable bursary of generally up to £1,200 if they meet any of the criteria set by the Government.

Students are eligible if they are:

- In care (those who are privately fostered are not classed as looked after)
- Care leavers (a young person previously looked after for a period of 13 weeks consecutively which began after the age of 14 & ended after the age of 16)
- In receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- In receipt of Disability Living Allowance or Personal Independence Payments in their own rights, as well as Employment and Support Allowance, or Universal Credit in their own right.

Universal Credit has now replaced Income Support, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

The Academy will assess whether a student is eligible to receive a vulnerable bursary payment. If the course lasts less than 30 weeks a year, then the bursary paid will be a proportional amount of the full grant based on the length of the course. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

### **1. Discretionary Bursaries**

Students may apply for this grant (generally up to a maximum of £600 per annum) if they:

- Are eligible for free school meals
- Were eligible for Disadvantaged Funding (Pupil Premium) while in Year 11
- Level of household income
- Currently have an Educational Health and Care Plan (EHCP)
- The distance to travel between the student's home and the Academy
- The number of dependent children in the student's household
- The requirements of the courses they are studying
- Whether the student has additional responsibilities that may mean they need extra help.

Applications from students falling outside these criteria may be considered depending on the student's individual circumstances and changes in their financial / care arrangements.

## **APPLICATION**

Students must complete the relevant application form for the Bursary they wish to apply for. Application forms can be found on the Academy website and from the Finance Office and Head of 6th Form.

Applications relate to the academic year in which the application is made.

Applications can be made at any time during the academic year, although to make the first tranche of payments, applications should be submitted by 30 September

Students must apply for the bursary each academic year.

Students will be required to provide documentary evidence of their eligibility to support their application. Examples of evidence might include:

- For the Vulnerable Bursary
  - A letter setting out the benefit to which the student is entitled
  - Written confirmation of the student's current or previous looked-after status from the Local Authority.
- For the Discretionary Bursary
  - Confirmation from the Local Authority confirming Free School Meal status
  - A Government Agency letter confirming the benefit / support received by the student's family
  - Family P60 for the last tax year
  - Self-Employment Income evidence
  - Bank statements for a minimum period of 3 months prior to the date of application
  - Other certification to support the eligibility criteria.

Completed applications should be handed into the Head of 6th Form or the Academy's Finance Office.

## **ASSESSMENT**

All applications will be considered by The Bourne Academy Bursary Committee to examine whether the claimant should receive support.

The Bourne Academy Bursary Committee will consist of:

- Vice-Principal
- Head of 6th Form
- Business Director – Finance, Facilities and IT

The committee will sit to consider applications as and when necessary, throughout the academic year.

## **SUCCESSFUL APPLICATIONS**

Students will be notified of the outcome of their bursary applications by letter.

Payments of the Bursary will be made as follows:

Vulnerable Student Bursary

- Payment will be made by cheque or direct transfer into the student's bank account as agreed on an individual basis.

Discretionary Bursary

- Payment will be made, wherever possible, on an 'in kind' basis to ensure that the bursary is tailored to individual students' needs. This can be in the form of free meals, course equipment, course trip/visits, stationery etc. Where the Academy is aware that the student will require an 'in kind' payment, part of the bursary will be withheld by the Academy at the start of the year to cover these costs. Any withheld funds at the end of the year will be paid over to the student.
- Remaining payments will be made by cheque or direct transfer to the student's bank account in equal instalments on a ½ termly basis. Payments will commence at the start of the next ½ term after the bursary has been approved.
- If students require a cash payment for any part of their bursary, they must notify the Bursary Committee, who will consider the request.
- Students who are successful must understand that continuation of the Discretionary Bursary is conditional on the following:
  - Maintenance of a satisfactory level of attendance (94.5% each ½ term)
  - Maintenance of a satisfactory level of punctuality (normally a maximum of 5 lates each ½ term)
  - Satisfactory behaviour and achievement (evidenced by Progresso records, Head of 6th Form, subject staff and data tracking reports).

## **APPEALS**

Appeals against the distribution of the Discretionary Bursary must be notified, in writing, to the Head of 6th Form.

A committee made up of the Principal, the Vice-Principal and one Governor will hear appeals. This committee will sit as and when necessary.

## **MONITORING, EVALUATION AND REVIEW**

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.