



Last reviewed: Summer 2026

Next review due: Summer 2027

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

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, Risk and Resources 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
- Setting eligibility criteria for bursary funding and making sure these comply with the Equality Act 2010
- Promoting awareness of the 16 to 19 bursary fund to prospective applicants and their parents/carers.

The bursary panel

The bursary panel is responsible for reviewing applications and supporting evidence in accordance with this policy. The Bourne Academy Bursary Committee will consist of:

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

The Business Director – Finance, Facilities and IT

The Business Director is responsible for ensuring that the bursary funding is accounted for accurately.

Students

Students are responsible for meeting the conditions attached to the receipt of any support from the bursary funding.

USE OF THE BURSARY FUND

The fund is intended to support students aged 16-19 in overcoming specific financial barriers to participation so they can remain in education. For the 2026/27 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.

We will provide support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

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. Funding provided to each eligible student is based on their actual participation needs (supported by evidence) and not a flat or fixed-rate payment that does not reflect the

actual costs they face. These criteria apply to both vulnerable and discretionary bursaries unless otherwise noted.

Age

To be eligible to receive a bursary in the 2026/27 academic year students must be over 16, but under 19, on 31 August 2026.

Students aged 19 or over on 31 August 2026 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 on 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 2026/27 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.

Asylum Seekers

Accompanied asylum seekers under 18 with an adult relative or partner, and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children are:

- The responsibility of the local authority
- To be treated as 'looked after' children
- Eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

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 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
- 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.

Students will be funded to reflect the amount of support they need to participate based on and assessment of the actual participation needs and costs they have.

Students who meet the criteria for a vulnerable bursary are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs). Should we refuse the application on this basis, we will discuss this with the student and their support worker/parent/carer where applicable.

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.

We can use our discretion, on a case-by-case basis, to provide more than £1,200 per year if it is necessary, in all the circumstances, for the student to remain in education. Any such additional payment will be paid either from the school's discretionary bursary allocation or the school's own funds.

If a student's study programme lasts for less than 30 weeks, this will be considered in the assessment for the bursary amount provided as they may not request as much financial support as those on longer programmes. We will also consider the number of hours involved in a student's study programme when deciding the correct bursary amount to ensure it is appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

2. 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.

We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

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 to allow the Academy to assess the overall level of demand and make discretionary awards on a fair basis. However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole academic year.

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 committee will sit to consider applications in October each year and then 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 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 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.
- Cash payments will not be made in any circumstances
- 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 Arbor records, Head of 6th Form, subject staff and data tracking reports).

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

If students have received in-kind support such as equipment or travel cards, they will be asked to return these if they fail to meet the conditions.

We will stop payments where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

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.

RECORD KEEPING AND AUDIT

The school will maintain comprehensive and accurate records relating to the 16 to 19 bursary fund. These records will be kept securely and be readily available for audit purposes. Records will include, but are not limited to:

- Copies of application forms and supporting evidence
- Proof that students meet eligibility criteria
- Records of 'zero bursary' students
- Details of assessment decisions and rationale for awards
- Records of all payments made to students, including dates, value and purpose
- Copies of documents signed by students to give formal agreement to the conditions of payment
- Evidence of student attendance and progress monitoring

Records will be retained for 6 academic years after the end of the academic year in which the student completed their programme.

UNSPENT FUNDS

Funding for bursary funding cannot be carried forward by the school for more than 1 year. Unspent funding must be reported to the DfE by the school using the [customer help centre](#), specifying the amount of funding and the year(s) it relates to, no later than 31 March each year. The DfE will recover all unspent funds.

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.