



NORTH LEAMINGTON SCHOOL

16-19 BURSARY POLICY SEPTEMBER 2025 ENTRY

Approval and Review

This policy is reviewed in discussion with staff and governors

Effective from: September 2025

Approved by: Head of Sixth Form

Review Date: July 2026

Review Leader: Head of Sixth Form

16 – 19 Bursary Fund Policy 2025/2026

INTRODUCTION

North Leamington Sixth Form offers the 16-19 Bursary in order to assist young people who may benefit from financial support when completing their Post 16 education. If you are aged between 16 and 19 years old you may be eligible to receive a bursary.

WHAT A BURSARY IS FOR

A bursary is money that you, or your education or training provider, can use to pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

ELIGIBILITY

You must:

- be at least 16 and under 19 on 31 August 2025
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

THERE ARE TWO TYPES OF 16 – 19 BURSARY:

1. VULNERABLE STUDENT BURSARY

You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit
- you are an unaccompanied asylum seeking child

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks. The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

You'll usually get less than the full amount, or no bursary, if one of the following apply:

- your course is shorter than 30 weeks
- you study part time
- you have few expenses

You'll be told what evidence you need, for example benefit letters.

2. **DISCRETIONARY BURSARY** can be awarded to students to help maximise participation and achievement if you need financial help but do not qualify for a bursary for students in vulnerable groups. Your education or training provider decides how much you get and what it's used for. The Discretionary Bursary can be used towards such items as the costs of transport, meals, books or equipment etc.

Assessment is based **on one or more** of the following eligibility criteria which includes:

- Aged over 16 and under 19 on 31 August in the academic year in which you start your course.
- Resident in the EU for three years or more.
- Enrolled on post 16 courses.
- On a means-tested benefit, or dependent on parents on a means-tested benefit.
- In receipt of Free School Meals.
- Previously eligible for free school meals.
- Any other circumstances which may lead to barriers to participation e.g. young carers, sudden financial hardship.
- Gross family income level

APPLICATION AND ASSESSMENT PROCEDURE

Please complete the North Leamington School & Sixth Form 16 – 19 Bursary Fund Application Form in order to help us support educationally as many students as possible.

If you are applying for the **Vulnerable Group Bursary Award** you must be able to provide evidence that demonstrates you meet the eligibility criteria set out above to receive an award up to £1200 p.a.

If you are applying for a **Discretionary Bursary Award** please return the application form with the accompanying documentation. We will use our discretion to make awards to students in ways that best fit their needs and circumstances.

All information is treated in the **strictest confidence** and copies of eligibility will be retained and stored securely for audit purposes

Please note: the Bursary Fund is a limited amount of money and will be distributed according to need in the fairest way possible, the value of any discretionary awards will depend on the total demand on the Fund. You may apply at any time throughout the year.

PAYMENTS

Discretionary Bursary Awards

The value of the award will be at the school's discretion and will be dependent upon the numbers of student's eligible. Benefits might include subsidy of bus passes, exam related fees, UCAS fees, train tickets to open days, equipment for studies, trips etc. The funds can be used to pay for the benefit directly or to reimburse any expenditure which must always be supported by a receipt. All purchases will need prior approval.

Payment of any Bursary will be conditional on you maintaining high standards of attendance (minimum of 90%), achievement and punctuality.

Payment of a Discretionary Bursary is subject to the availability of funds and any Bursary awarded to support you whilst you are on a course does not guarantee support for any subsequent courses. You will be required to repay any overpayment resulting from early withdrawal from a course.

RECORDS AND DATA PROTECTION

Staff involved in administering the 16 -19 Bursary will comply with North Leamington School & Sixth Form's policy on the storage and transfer of information supplied in the course of application and payment of funds.

FRAUDULENT CLAIMS

We must protect public funds from the possibility of fraudulent claims. We ask for detailed information and may invite applications for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

APPEALS AND COMPLAINTS

If your application is unsuccessful you have the right to appeal against the decision; you may also appeal about the amount or type of award by writing to the Headteacher. Your letter should clearly state why you feel the award should be reconsidered. You may be invited to provide additional information or invited to discuss your individual circumstances as part of your appeal.