



TOWNLEY  
— EST 1937 —  
GRAMMAR SCHOOL

## 16 to 19 Bursary Policy

## 1. Aims

Our school aims 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

## 2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2024 to 2025 academic year](#).

## 3. Definitions

- 'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989)
- 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- 'Care leaver' is defined as:
  - o A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, or
  - o A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

## 4. Roles and responsibilities

### 4.1 The governing board

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

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

In our school, responsibility for approving this policy rests with the Trust Board.

In our school, monitoring the implementation of this policy has been delegated to the Senior Leadership Team.

### 4.2 The headteacher

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

### 4.3 Staff

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

The senior leadership team (SLT) will provide staff with appropriate training in relation to this policy and its implementation.

### **4.3.1 Raising Awareness of the bursary fund**

To raise awareness of the bursary, the school will employ different marketing activities, including the following as appropriate:

- Posting information about the bursary on the school website.
- Distributing information at open event and within communications for all Year 11 applicants to Townley Grammar School Sixth Form, both internal and external pupils
- Providing further information, such as the application form and details of the bursary, following enrolment for all new entrants to the school in an enrolment email, as well as an email about the bursary at the start of the academic year
- Working with local support services to target potential students who are homeless and providing them with the necessary information
- Providing tutors with information to inform discussions between tutors and students
- Working with social workers, who help the most disadvantaged students, to identify those who may be eligible for vulnerable groups bursary

To identify students who may be eligible for vulnerable group bursaries, the school will work with the LA, LAC education services and care leaver services to help and encourage students to apply for the bursary.

### **4.3.2 Publishing an annual Bursary Fund Statement**

A bursary fund statement will be published every September on the school website. The bursary fund statement will outline the following:

- How the school will use its funding
- The eligibility criteria for the bursary
- Terms and conditions for receiving the bursary, e.g. attendance and behaviour requirements
- The type of support offered through the bursary, e.g. with transport, books and equipment
- Whether the bursary fund contributes to other costs, e.g. attending university open days and interviews
- A statement explaining that the support available to students is from the bursary fund

## **4.4 Parents/carers**

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding this 16 to 19 bursary fund policy.

## **5. How we use the bursary fund**

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

We use the fund to provide students with support to fund:

- Transport
- Books

- Equipment
- Academically linked field trips and other course-related costs
- The costs of attending university interviews and open days

## 5.2 Essential Costs

The bursary fund is intended to help students with the essential costs of participating in their study programme, such as:

- public transport costs to and from school;
- lunch;
- essential books and equipment that relate to courses;
- specialist clothing that the student might need in order to participate in a course, such as protective overalls or sports kit;
- contributions towards course-related activities and visits;
- travel to university interviews and open days.

The bursary fund is not intended to support costs that are not related to education (e.g. living costs), extra-curricular activities including trips (where these are not essential to the student's study programme), or provide learning support such as counselling, mentoring or extra tutoring.

## 6. Eligibility criteria for the 16 to 19 bursaries

**Please note:** the following eligibility criteria will be assessed **in addition** to the individual student's actual financial needs. No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have.

### 6.1 Age

To be eligible for either bursary in the 2024 to 2025 academic year, students must be at least 16 years old but under 19 years old on 31 August 2024.

Students aged 19 or over are eligible only for a discretionary bursary if they:

- Are continuing on a study programme or course that they began when they were aged 16 to 18-years-old; or
- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

### 6.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into 1 of these groups:

- Be funded directly by the ESFA or by the ESFA via a 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 ESFA's list of qualifications approved for funding 14 to 19; or
- Be a 16 to 19 traineeship programme

Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training

### **6.3 Residency**

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

### **6.4 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;
- Are to be treated as 'looked after' children; and
- Are 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. If the asylum claim is in an applicant's favour, they will still be eligible for a bursary as a student from a defined vulnerable group. They will be treated as a 'care leaver' until they reach the upper age limit.

### **6.5 Bursaries for young people in defined vulnerable groups**

Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS) or Universal Credit (UC) 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

UC has now replaced IS, 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.

Students who meet the criteria for a bursary for vulnerable groups 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).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. 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 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, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. 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.

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.

We will provide this 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.

## **6.6 Discretionary bursaries**

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

- You are eligible if you are facing financial challenges in participating in your education e.g. meeting the costs of books, equipment etc.
- You may also be eligible if you are entitled to free school meals.
- Household income will be used to help establish the amount of support that will be awarded.
- Awards will vary from student to student as per ESFA funding regulations  
<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

### **6.6.1 Eligibility Criteria**

- Household income is less than £30,000 per year;
- Those able to provide Evidence as of 6.7 below;
- The student or family is in receipt of benefits

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Level of household income
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the discretionary bursary that can be awarded to students. All decisions will be based around which students receive and how much discretionary bursary is received on each student's individual circumstances and their actual financial need.

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

## **6.7 Evidence**

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence that may be requested are:

- A copy of the UC or IS award notice, in the student's name;
- Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills;

- Written confirmation of the student's current or previous looked-after status from the relevant local authority;
- A copy of the UC claim from Department of Work and Pensions

## **7. Application and payment process**

### **7.1 Applications**

Applications should be submitted by 30th September to allow the school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. This will be sent to the student within two weeks of receipt of all valid and correct information relating to the bursary. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

### **7.2 Payment process**

Payments are made using the following process:

The payment process considers the reason the bursary was awarded, the student's circumstances and local arrangements. For example,:

- Make in-kind payments, such as travel passes, books, equipment or vouchers for meals
- Make weekly payments by BACS transfer to the student's bank account for food and regular travel payments

### **7.3 Conditions for the receipt of bursary payments**

Payments of the bursary are conditional on students meeting the following conditions:

- Attendance above 92% [this may be lower in the case of exceptional circumstances, determined by the Head of Sixth Form]
- Following your sixth-form code of conduct, including points related to punctuality and behaviour

All students are required to sign a declaration confirming that they agree to these conditions, linked to their statement of need.

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

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and 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.

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

## **8. Change in circumstances**

If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

## **9. Record keeping**

Any paperwork and documents we retain for audit purposes (e.g. copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule.

## **10. Unspent funds**

Funding for discretionary bursary funding cannot be carried forward for more than 1 year. Unspent funding must be reported to the ESFA using the [online enquiry form](#), specifying the amount of funding and the year/s it relates to, no later than 31 March each year. The ESFA will recover all unspent funds.

## **11. Monitoring arrangements**

This policy will be reviewed by the Assistant Headteacher in charge of Sixth Form annually. At every review, the policy will be approved by the Trust Board.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- ESFA (2024) '16 to 19 bursary fund guide 2024 to 2025 academic year'
- Equality Act 2010

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Attendance and Absence Policy
- Behaviour Policy
- Data Protection Policy



## Appendix one: Bursary Process

Step	Process	Explanation
1	Complete application on Applica	Follow the link on Townley Grammar School Website and complete the 16 to 19 fund Bursary Application on Applica including the provision of all relevant documentation <a href="https://www.townleygrammar.org.uk/sixth-form/sixth-form-bursary/">https://www.townleygrammar.org.uk/sixth-form/sixth-form-bursary/</a>
2	Complete Statement of Need	Once the application is completed, please download and complete the statement of need. This provides information for a student's requirements. TThis can be found on the same webpage included in step 1.
3	Discussion with Learning Manager	Following your application, your Learning Manager will meet with you to discuss your Statement of Need and finalise your application.
4	Receive Outcome of Application	After this meeting you will be emailed with the outcome of your application. This will be sent to the student within two weeks of receipt of all valid and correct information relating to the bursary. This will be followed by provision of Bursary or an explanation of why your application has not been accepted.
5	Meet expectations of Townley Grammar School	If you are provided with the 16 to 19 Bursary, you will need to ensure that you follow the expectations of Townley Grammar School Sixth Form including 92% attendance and display positive behaviour for learning.
6	Re-apply in Year 13	Follow the process from step 1 to 5 in September of Year 13