



ALLERTON GRANGE SCHOOL

16-19 BURSARY FUND POLICY

Designated Lead: Finance & Facilities Director

Reviewed by Governors: November 2025

Review cycle: 1 year

Next review: November 2026

16 to 19 Bursary Fund Policy

INTRODUCTION

The 16 to 19 Bursary Fund is money the government allocates to education providers. Its purpose is to provide financial support to help students overcome specific barriers to participation, so that they can remain in education.

Only those students in one of the defined vulnerable groups, or those experiencing the greatest financial disadvantages are supported using the 16-19 Bursary Fund.

Allerton Grange School will administer the Bursary Fund within the ESFA 16-19 Bursary Fund Guidelines.

ELIGIBILITY

Bursaries are available to support students aged over 16 and under 19 on 31 August 2025. There are two types of bursary:

- **Vulnerable Bursary:** A bursary of up to £1,200 a year for young people in the following defined vulnerable groups: in care, care leavers, getting Income Support (IS) or Universal Credit (UC) in their own right, and young people getting Employment and Support Allowance (ESA) or UC and Disability Living (DL) or Personal Independence Payments (PIP) in their own right. The young person does not have to live independently of their parents, they can claim ESA or UC in their own right.
- **Discretionary Bursary:** Awards made by the School to students in ways that best fit their needs and circumstances. Bursary awards are targeted towards those young people who face the greatest financial barriers to participation such as the costs of transport, meals, books and equipment, using the following criteria:
 - In receipt of free school meals.
 - Have a household income below £26,000

EVIDENCE OF ELIGIBILITY

All students will be required to complete a 16-19 Bursary Fund Application Form and a Financial Assessment Form (Form A or B) and provide the necessary evidence detailed in the Financial Assessment Form:

For the Vulnerable Bursary:

- A letter setting out the benefits to which the young person is entitled
- Written confirmation (current or previous) of Looked After status from the relevant local authority
- Leaving Care Review document

For the Discretionary Bursary: The evidence required is itemised on the bursary application form, but generally covers the following major areas:

- **Free School Meals Eligibility** - (held in school)

Or

- **Universal credit** showing evidence of salary and benefits received for the three most recent months.

Or

- **P60** – statement of earnings from an employer.
- **Self assessment tax calculation form** – equivalent of P60 for self-employed people.
- **Tax Credit Award Notice** showing working tax credits and child tax credits.
- **Child allowance notification**

Students who were eligible for a discretionary bursary in 2024-25 will not need to provide evidence in 2025-26 if their household circumstances have not changed. We will however require a signed declaration to confirm this.

BURSARY AWARDS

The School will determine which students are eligible to receive a bursary. The number and size of discretionary bursary awards will be managed to keep within the budget, targeting bursaries towards those facing the most significant financial barriers to participation. All relevant factors (individual circumstances, funding available, etc) will be considered when determining the appropriate level of support.

There are three levels of award for 2025-26:

- those students that are in one of the defined vulnerable groups listed above will be entitled to a bursary of up to £1,200
- those students that qualify for Free School Meals will be entitled to a discretionary bursary award of up to £600
- those students whose household income does not exceed £26,000 will be entitled to a discretionary bursary award of up to £350

Awards will be made on a pro-rata basis for courses lasting less than 30 weeks.

Receipt of a bursary is conditional on the student meeting agreed standards set by the school, relating to attendance and/or standards of behaviour. In order to receive the full allocation for the discretionary awards, students will need to meet the 95%+ attendance target. Students whose attendance falls below this target will see their allocation reduced by 25%. Students whose attendance falls below 90% will no longer receive funding until their attendance figure rises above 90%, unless there are exceptional circumstances.

PAYMENT OF DISCRETIONARY AWARDS

The discretionary bursaries' element of the fund is paid to cover both one-off and regular costs:

One-off items	Regular payments
• books/equipment • course costs such as trips, visits, materials • costs associated with university open days, applications, UCAS	• public transport costs • meals for the school's in house catering

An initial payment of £75 will be made to each student when their discretionary award has been agreed. This is designed to cover costs incurred while their application has been processed.

Where possible, items can be purchased by the school, however we also reimburse students for items they have bought – evidenced with receipts. All payments and reimbursements are made by bank transfer and are paid into the student's own bank account.

EXCLUSIONS – WHAT THE BURSARY CANNOT BE USED FOR

The Bursary Fund is not intended to support costs not related to education (living costs), extra-curricular or non-compulsory activities or to provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

ICT EQUIPMENT

Dedicated IT equipment will be loaned to students and should be returned once the study programme has been completed so it can be used by another student. If keeping it on campus is the best way of ensuring that this happens, then the School has the right to set this as a condition.

APPLICATIONS

To apply for a bursary students must complete a 16-19 bursary fund application form, and provide all relevant documentary evidence. Incomplete applications cannot be processed.

In most cases completed applications with evidence will be processed in two weeks, and applicants will be informed of the decision in writing.

APPEALS

Should students disagree with the outcome of their application, or where a payment has been withheld due to attendance/behaviour, they should contact the Director of KS5, Mr J Macrow. Written confirmation of the outcome of the appeal will be sent within 10 days of the appeal being considered