



## **16-19 Bursary Fund**

### **Policy & Application form 2025/2026**

#### **Outline**

The 16-19 Bursary Fund is paid by Education & Skills Funding Agency (ESFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial barriers.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (this will vary from school to school based on demographic information).

#### **Criteria and Eligibility**

The Trustees of Woodrush High School have agreed that 5% of the total funding will be held back for administration and 10% of the total funding will be held back for applications that are received after the deadline. (i.e. change of circumstances & new students). To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable.

#### **Conditions of Funding**

A student must be aged 16 or over, but under 19, on 31st August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year; they must also be on a full-time programme of study.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

Students must ensure they:

- Maintain a good level of attendance of at least 96% (excluding Study Leave)
- Maintain good levels of attitude towards learning and behaviour as determined by the Head of Sixth Form or member of Senior leadership.

Students are reviewed half termly on the above criteria by the Head of Sixth Form and funding awarded will be subject to those results (and could be pro rata'd down if not fully met).

Students who are eligible for Category 1 and who meet the requirements of the funding will expect to receive regular payments over the course of the Academic Year (the frequency of which will be assessed on a case by case basis to suit the needs of the student), subject to satisfactory attendance and conduct.

Students applying for Category 2 or 3 bursary can do so throughout the year. Discretionary Bursary payments will be decided by the Bursary Panel consisting of Head of Sixth Form and SLT lead for Sixth form.

A decision will be made by the Head of Sixth form as to whether the bursary will be awarded directly to students as a monetary payment, or held back for students to request purchases to be made on their behalf, depending on the review of their circumstances.

#### **Appeals**

Appeals must be made in writing to the Head of Sixth Form within 4 weeks of the panel decisions, explaining clearly what is being appealed and why you believe the decision to be incorrect. An additional meeting of the panel may be called and additional evidence to support the appeal may be required. Please note, the

school is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

### **Category 1: High Priority Bursary for Vulnerable Young People**

The most vulnerable young people will be eligible for a bursary of up to £1,200. This group covers young people who are looked after, care leavers, those in receipt themselves of income support or Universal Credit, and disabled young people in receipt of Disability Living Allowance or Personal Independence Payments

Appropriate evidence confirming eligibility will be required, for example:

- A letter setting out the benefit to which the young person is entitled i.e. either
- Income Support or Universal Credit OR
- Employment and Support Allowance AND Disability Living Allowance
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

NB: Students receiving the guaranteed Bursary of up to £1,200 will not be eligible to apply for any other Bursary in addition.

### **Category 2: Guaranteed Bursary for Students in receipt of Free School Meals ONLY**

Young people who were eligible for free school meals in year 11 at Woodrush High School or in their previous educational establishment in 2024/25 should be eligible for a Category 2 guaranteed bursary.

Young people who receive any of the qualifying benefits listed below in their own right are also eligible to receive free school meals and the Category 2 guaranteed bursary.

Young people who become eligible for free school meals during year 12 will also be eligible to apply for the guaranteed bursary, and it will be pro-rata to the term in which they became eligible.

Parents of young people do not have to pay for school lunches and their Young people will qualify for the Category 2 Guaranteed Bursary if they receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### **Category 3: Discretionary Bursaries**

Parents of young people in receipt any of the following can apply for assistance with course-related costs:

- . Child Tax Credit with Working Tax Credits showing income £21,000 or below
- . Universal Credit with net earnings exceeding the equivalent of £7,400 pa

- Learner is a dependant of Parent(s)/Carer who earns less than £21,000 pa

To cover, for example:

- Transport to and from school
- Books/equipment/materials/specialist clothing
- Field trips and visits related to courses
- UCAS fees & travel expenses for Higher
- Educational visits.

All applications will be assessed on an individual basis and any allowances or other sources of financial support received by the student will be considered when deciding to award a bursary.

Please note, that applications for discretionary bursaries do not guarantee a payment. It is important that those in receipt of a bursary understand that the Academy does not have any liability for any contracts, licenses or services entered into by the individual, including, but not limited to, travel, software/subscriptions or living arrangements.

### **Procedure for Application**

Applications for the Bursary must be made by completing the attached application form and providing the necessary evidence by **Friday 26th September 2025**

- a) Students are advised to clarify they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.
- b) Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked 'Private and Confidential' for the attention of the Senior Accounts Finance Manager and brought to the finance office. The applications will then be logged and checked before being passed to the Bursary Fund Panel.
- c) The panel will consider each claim and award in accordance with the fund guidelines. A brief explanation of the decision will be recorded on the form.

### **In Year Applications and the Contingency Fund**

Applications outside of the deadline will be supported from the Contingency Fund (10% of total Bursary Fund Centre allocation).

An estimate of the committed funds and residual funds remaining will be made by the Bursary Fund Panel after applications have been reviewed and awarded. This means that non-Guaranteed Bursary Group student allocations may vary according to the "residual funds" available.

Applications outside of Window 1 will also be pro rata based on the student enrolment date and academic year.

### **Timing and Amount of Payments**

- Deadline for application: 26<sup>th</sup> September 2025
- Bursary Decision panel meeting to be held Week commencing 29<sup>th</sup> September 2025
- Students informed by the end of week commencing 6<sup>th</sup> October 2025

- For monetary payments - first payments will be made week commencing 3<sup>th</sup> November 2025 for Autumn half term 1
- Payments will be made thereafter every half term in arrears

### **Important Notes**

- Direct Payments will be made via BACs (directly into the student's bank account)
- Students should ensure they have a bank account in their name through which to receive funds (where applicable).
- If a partial allocation is made, the payments will be adjusted proportionately.
- The Academy does not have any liability for any contracts, licenses or services entered into by the individual, including but not limited to, travel, software/subscriptions or living arrangements.
- If the bursary is to be held by the School to make purchases on behalf of students (category 3), individual meetings will be arranged to plan the support required over the academic year with the Head of Sixth Form.
- Requests for resources to be purchased from a student's bursary will be submitted to the Head of Sixth Form and support team, on a Bursary Purchase Request Form.
- The duration of the application will cover the time that the student is within KS5. I.e. a new application each academic year is not required.
- All information given on the form needs to be complete and accurate at the time of application and it is the applicant's responsibility to inform the provider immediately of any change in circumstances.
- Any attempt to dishonestly obtain a Bursary shall be treated as fraud that will be subject to disciplinary procedures.
- All information provided will remain confidential.



# Woodrush High School

An Academy for Students Aged 11-18



## Bursary Fund Application Form 2025/26

Full Name: \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Age on 31<sup>st</sup> August 2025 \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### HOUSEHOLD DETAILS

PLEASE STATE WHO YOU LIVE WITH AND THEIR RELATIONSHIP TO YOU

Name	Relationship to you, e.g. mother/father	Are the employed?

Name of Parent/Carer and contact details:

Name \_\_\_\_\_ Address \_\_\_\_\_

Mobile No \_\_\_\_\_ Email \_\_\_\_\_

### Financial Assessment and Qualifying Benefits

To Be Completed by Parents/Carers or if appropriate, the Student

Please tick ALL that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence.

### VULNERABLE STUDENT BURSARY

Student who is in receipt of a qualifying benefit

Category	Benefit	Tick
1	Student receives Disability Living Allowance <b>OR</b> Personal Independence Payments in their own right, as well as Employment Support Allowance <b>OR</b> Universal Credit <b>(Evidence: Letters dated within three months of the application)</b>	
1	Student receives Income Support <b>OR</b> Universal Credit <b>(Evidence: Universal Credit Award Statement)</b>	
1	Student is in the care of the Local Authority <b>OR</b> is a care leaver <b>(Evidence: Letter from Social Worker confirming current or previous looked after status)</b>	

## DICRETIONARY BURSARY

Student is a dependant of someone who is on a low income or in receipt of a qualifying benefit

	Category	Benefit	Tick
<b>If already receives FSM support</b>	<b>2</b>	Student had FSM eligibility in academic year 2022/23 <b>(No evidence required if status confirmed on school system)</b>	
<b>If not already FSM eligible, evidence will be required for one of these statuses</b>	<b>2</b>	Income Support or Universal Credit <b>(Evidence: Letter dated within three months of the application)</b>	
	<b>2</b>	Jobseeker's Allowance (income based) <b>(Evidence: Letter from DWP dated within three months of the application)</b>	
	<b>2</b>	Employment & Support Allowance (income related) <b>(Evidence: Letters dated within three months of the application)</b>	
	<b>2</b>	Child Tax Credit <b>ONLY</b> , with no amount of Working Tax Credits <b>(Evidence: Full copy of 2023/2024 Award Notice showing income £16,190 or below)</b>	
	<b>2</b>	Universal credit with net earnings not exceeding the equivalent of £7,400 pa <b>(Evidence: Universal Credit Award Statement)</b>	
<b>Where FSM does not apply</b>	<b>3</b>	Guaranteed element of State Pension Credit <b>(Evidence: Letters dated within three months of application)</b>	
	<b>3</b>	Child Tax Credit <b>WITH Working Tax Credits</b> <b>(Evidence: Full copy of 2023/24 Award Notice showing income £21,000 or below)</b>	
	<b>3</b>	Universal Credit with net earnings exceeding the equivalent of £7,400 pa <b>(Evidence: Universal Credit Award Statement)</b>	
	<b>3</b>	Student is a dependant of parent/Carer who earn less than £21,000 pa <b>(Evidence: P60/current payslips)</b>	

### Bank or Building Society Details

To receive payments, you (the student) must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

<b>Name of Account Holder</b>	
<b>Name of Bank</b>	
<b>Branch</b>	
<b>Sort Code</b>	
<b>Account Number</b>	

I confirm that the details are true and accurate. I understand that to continue to receive funding, I must maintain good levels of attendance (96%), effort and behaviour.

I have read and agree fully to the terms and conditions of this grant as set out in the above policy.

Signed: ..... Date: .....

I have attached original evidence as required

Print Name: .....

**Before sending in your application from please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed copies of the relevant evidence to support your claim. If you have not your application will be returned to you and there will be a delay in any potential Bursary payment made.**

**OFFICIAL USE ONLY**

<b>Date application received:</b>	<b>Date application reviewed:</b>	<b>Date application returned to learners (if applicable):</b> <b>Reason:</b> incomplete form / evidence not supplied	
<b>Approved DATE:</b>	<b>Category One</b>	<b>Category Two</b>	<b>Category Three</b>