

St Bede's Catholic College



16 to 19 Bursary Fund Policy

1. Aims and scope

The 16 to 19 bursary fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries and this policy refers to both:

- Bursaries for defined vulnerable groups
- Discretionary bursaries

This policy aims to:

- Set out clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make sure that bursary funds are administered appropriately and fairly, with due regard to the Equality Act 2010
- Make clear to parents/carers and students the type of support that is available and how to apply 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 2026-2027 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:
 - 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, (they can have entered care at any age, but they must have spent at least 13 weeks in care after their 14th birthday before leaving after the age of 16), or
 - 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 body

The governing body has delegated responsibility for the 16 to 19 bursary fund policy to the principal.

4.2 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.

The Head of Sixth Form

The Head of Sixth Form is responsible for:

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

4.3 Sixth Form Manager

The Sixth Form Manager is responsible for reviewing applications and supporting evidence in accordance with this policy.

4.4 School Business Manager (SBM)

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

4.5 Staff

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

4.6 Parents

Parents are expected to notify staff or the Principal of:

- any concerns or queries regarding this 16 to 19 bursary fund policy.
- Any change in circumstances that might affect eligibility for bursary funding

4.7 Students

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

5. How we use the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See sections 6, 7 and 8 below for details of our eligibility criteria.

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

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

We use the fund to provide students with support with things such as:

- School meals
- Transport costs
- IT equipment
- Books and Equipment
- Studio fees
- Compulsory educational visits, field trips and other course-related costs
- Instrument/singing tuition (only for students studying Music, Music Technology or Musical theatre)
- The costs of attending university interviews and open days
- Other discretionary costs associated with supporting them in their education

We will provide support for students from the bursary fund by making payments in kind where possible.

The bursary fund is not for non-education related costs. For example, it will not be provided for:

- General living costs
- Non-essential extra-curricular activities
- Any learning support and pastoral services that we provide

The bursary fund may be used to provide exceptional further help with childcare costs if the costs exceed the Care to Learn scheme's weekly maximum rates. Childcare provision must meet Care to Learn scheme eligibility rules, and evidence will be required that the maximum amount is already paid through that scheme and a top up is required. Any top up will be made in line with Care to Learn funding rules and go directly to the childcare provider, not the student.

5.1 Emergency meal support

In cases of severe hardship, meals may be provided on the days a student attends their study programme. A student who is considered to be in real need will not require checks on household income or the gathering of evidence that would usually be required.

This arrangement is designed to provide urgent support for food, and not intended to be a long-term solution for students.

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. This means there is no guarantee of funding.

- No student will automatically 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
- Students with no participation costs will not receive funding

6.1 Age

To be eligible for either bursary, students must be at least 16 years old but under 19 years old on 31 August of the year in which their course begins.

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

- Are continuing on a study programme or course which they began when they were aged 16 to 18 years old (19+ continuers) , 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 St Bede's, 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 one of these groups:

- Funded directly by DfE or by DfE via a local authority;
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the DfE's [list of qualifications approved for funding](#); or

Non-employed students aged 16 to 19 who are participating in a King's Trust Team Programme-

Students are not eligible if:

- They are on an apprenticeship programme
- They are participating in any waged training

Students who are studying via distance learning are not likely to require financial help from the bursary fund. If they do require financial help, we will provide support in kind, such as a travel pass to attend exams. Details of this shall be decided on a case-by-case basis.

6.3 Residency

Students must meet the residency criteria in the [DfE funding rules for 16 to 19 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;
- 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. 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.

7. Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet one 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 (Note: those who are privately fostered are not classed as looked after and are not eligible for the bursary for vulnerable groups)
- Care leavers; (Note: where a young person has left the care of the local authority via achieving permanence through an order, such as a Special Guardianship Order, they are a care leaver. They must meet the definition of a 'care leaver' in full (see section 3 of this policy) to be eligible for help from the bursary for vulnerable groups)
- 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
- 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 (Note: students must be in receipt of DLA or PIP and ESA or UC to be eligible. Receipt of DLA or PIP alone does not meet the criteria)

UC is replacing some benefits for new claimants, including IS and income-related ESA, so current and future young people aged 16 to 18 will not be in receipt of 'legacy' benefits. However, students aged 19 to 25 and funded from the 16 to 19 budget (such as students with an EHC plan) may still receive 'legacy' benefits.

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

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). Should we refuse the application on this basis, we will discuss this with the student and their support worker/parent/carer where applicable.

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 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 for a student who meets the criteria for a bursary for vulnerable groups 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 need 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 each 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.

8.0 Discretionary bursaries

8.1 Criteria and assessment:

In addition to the criteria outlined in sections 6.1 to 6.4 above, students can apply for a discretionary bursary based on household income being less than £25,000 per annum. In addition, we look at the number of dependents, whether the student is a young carer and whether there is any illness or disability in the immediate family.

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 still apply for a discretionary bursary.

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

- Level of household income
- Distance to travel between the student's home and the institution, or the location of a placement
- 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 amount of discretionary bursary that can be awarded to students. 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.

8.2 Emergency meal and travel support

Students who face severe hardship can apply for emergency meal and travel support from the discretionary bursary, for the days they attend their study programme. At our discretion, we may provide this support without completing the usual household income and evidence checks.

See Sixth Form Manager with evidence. This will be assessed on a case-by-case basis.

Emergency support will be a temporary arrangement, with a full discretionary bursary assessment completed as soon as practicable.

We will keep records and documentation related to emergency support for audit purposes.

9.0 Application and payment process

9.1 Applications

Application forms should be submitted to the Sixth Form Manager.

Applications should ideally be submitted by the last working day of September to allow enough time for St Bede's 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. If a student wishes to appeal the outcome of their application for a bursary, they must follow the college complaints procedure.

Any enquiries about the application process should be directed to sixthform@stbcc.org

9.2 Evidence

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

- Previous 3 to 6 months' worth of payslips;
- P60;
- A copy of the UC or IS award notice from the Department of Work and Pensions (DWP) and/or evidence of receipt of DLA or PIP, 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

9.3 Payment process

Payments are made using the following process:

Payments are made to students in Terms 2,4 and 6 by BACS transfer to the student's bank account. In addition, we make in-kind payments, such as travel passes, books, equipment or vouchers for clothing and meals.

9.4 Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance must be above 95% [subject to exceptional circumstances]
- Following your sixth form code of conduct
- Receipts for expenditure and purchases made with the bursary funding are provided via receipts of card statement.

All students are required to sign a declaration confirming that they agree to these conditions.

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 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.

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.

If we find evidence that a student or parent/carer has knowingly submitted misleading or fraudulent information, resulting in the student receiving a bursary they were not entitled to, we will attempt to recover the overpayment from the student. Any instances of significant fraud will be reported to the DfE.

10 Change in circumstances

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

11 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 relating to emergency meal and travel support (including the number of students supported, the value and reason for support, and signed confirmations from students)

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

12. 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.

13 Monitoring arrangements

The policy will be reviewed by the Assistant Principal who is the Director Sixth Form and the Sixth Form Manager every year.

At every review, the policy will be approved by the Principal.

14. Complaints or appeals

Where any student or parent is unhappy with how we have managed their application for bursary funding or the support that has been provided, they are free to make a complaint or appeal as per the school's complaints policy.

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