# Sixth Form Bursary Policy

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| **Review Cycle** | Annually |
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| **Committee approved by** | Foxford Local Governing Body |
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## 1. What is the 16-19 Bursary

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers in order to reach their full potential. Sixth Form recognises that we have an important role to play in supporting our students to overcome these barriers and to have maximum impact on recruitment, attendance, retention and success rates.

There are 2 types of 16-19 Bursary:

**Discretionary Bursary**—for students living in a household which is in receipt of benefits (Income Support, Universal Credit etc.) or has a household income of less than £25,000 a year (the school's local eligibility criterion). Awards are based on assessed need and are not automatic.

**Vulnerable Bursary**—for students who are classed as being in care, care leavers, receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. Disability Living Allowance or Personal Independence Payment on its own does not qualify. Students in these groups may receive up to £1,200 per year (for programmes of 30 weeks or more), based on individually assessed need. The full amount is not automatic.

For each type of Bursary, the student must be 16 or over but under 19 on 31 August 2026. Students aged 19 or over can only receive the Discretionary Bursary, and only if they have an Education, Health and Care Plan (EHCP) and are continuing a programme started at 16 to 18. Full evidence of income must be supplied as Bursary payments **CANNOT** be authorised until this is provided.

## 2. What should the Bursary funds be used for?

All Bursary funds should be used to support course related costs e.g. Travel to school, bus passes, travel cards, equipment costs, books, stationery, attendance at university open days and interviews, UCAS application costs, etc.

They should not be used to support living costs. If you are having difficulty with living costs, please speak to the Department for Work and Pensions (DWP) as soon as possible. Bursary payments will not affect any benefits you receive from the DWP; they are paid in addition to benefits. However, you should declare them to the DWP.

## 3. What will I receive if I am approved for the Discretionary Bursary?

The amount you receive will be calculated based on your individually assessed need and receipts will need to be provided. Payments are conditional on the standards you agree in your signed Bursary Agreement: attendance and punctuality to timetabled lessons, tutor sessions and assemblies, and engagement with your studies. If these standards are not met, we will follow a stepped process: a warning, then a support meeting, and only then a reduction or withholding of payments. Authorised absence, illness and agreed reasonable adjustments (for example for students with SEND or caring responsibilities) will not count against you.

Please note: Bursary Fund and Payment can vary. The amount of money we get from the government changes each year and so there may be changes to the amounts stated depending on the funding received. This fund is also limited. Therefore, we cannot guarantee funding.

Students whose course costs are already covered, or who have no assessed financial need, will not receive a payment but will be told in writing and can appeal (see Section 7).

## 4. How do I prove my household income?

To prove household income for the Discretionary Bursary, please provide at least one of the following:

- A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £25,000;
- Evidence of income from self-employment (e.g. a P60);
- Two months' worth of wage slips; or
- Universal Credit evidence (e.g. an award letter or statement).

For the Vulnerable Bursary, please provide evidence of your status: a letter from your local authority (in care or care leaver), or your own award letter or statement for Income Support, Universal Credit, Employment and Support Allowance, Disability Living Allowance or Personal Independence Payment.

## 5. How will I receive the money?

You will be notified by letter or email when Bursary funding has been agreed. Where possible, support will be provided in kind (for example a travel pass or equipment bought on your behalf). Otherwise, payments are made directly into the **student's own bank account**, details of which must be provided when applying for Bursary. It is the student's responsibility to inform of any changes to this account. Payments are made each half term. If you do not have a bank account, please speak to the Sixth Form Office.

If you have already paid for essential items, prior to applying for Bursary, please supply a full receipt and the money will be refunded to you, via your bank account (if approved).

## 6. When should I apply for the Bursary?

You should apply for Bursary (**and supply the relevant evidence**) as soon as possible after you join Sixth Form, to ensure that you do not miss out on payments. Application forms will be available from the Sixth Form Office from September 2026.

Please complete the application form and return it with all the necessary evidence (as indicated by a star) and return it to the Sixth Form Office. Incomplete applications will be returned.

Any evidence you supply (payslips/benefits statements etc.) is photocopied and returned to you. All evidence is confidential and stored securely. Records are retained for 6 years, in line with Department for Education audit requirements and the Trust's data retention schedule, before secure disposal. Personal data is handled in line with our privacy notice.

## 7. Can I appeal my funding decision?

If you disagree with a decision made regarding your application, please state clearly, in writing, why you are appealing and attach any supporting evidence. Please direct any appeals to the Sixth Form Office within [10] working days of the decision. Appeals will be reviewed by a senior leader who was not involved in the original decision, and you will receive a written outcome within [15] working days. If you remain dissatisfied, you may use the Trust's complaints procedure.

All students applying for the Bursary will be asked to sign a declaration, agreeing to the terms and conditions of the Bursary scheme and confirming that the information given is true. False or incomplete information may result in payments being stopped, funds being recovered and, in serious cases, referral to the police.

Please contact the Sixth Form Office if you have any further questions.

## 8. Claims Process Information

In order to claim back items, students will need to:

- Keep all receipts for items purchased relating to supporting Sixth Form study.
- Check items are claimable using the lists in Section 9 before putting the receipt in for a claim
- Hand receipts to the Sixth Form Office.
- Make sure receipts are dated and itemised, and show what was purchased.

Payment for approved claims will be paid directly into the Student bank account.

## 9. List of claimable items

Items that could be claimed on the Sixth Form Bursary Fund include but are not limited to:

- Travel to school
- Travel to university open days and interviews
- Stationery / equipment for school
- Textbooks
- Clothing to conform to Sixth Form Dress Code
- School trips and visits that are essential to your course (not overseas trips where a comparable alternative is available in England)
- UCAS administration fee
- Resit exam fees (where not already funded by the school)
- University entrance exam fees e.g. LNAT, UCAT and TSA

**Items that cannot be claimed:**

- Living costs (e.g. rent, food, utilities)
- Counselling or mentoring
- Extra tutoring
- Non-essential extra-curricular activities
- Overseas trips where a comparable alternative is available in England
- Laptop servicing or repair
- Bonus payments for attendance or achievement