



Sixth Form 16-19 Bursary Fund Policy

Name:	Sixth Form 16-19 Bursary Fund Policy
Approved by:	Local Governing Body
Policy created:	September 2016
Review:	3 years
Update approved:	February 2025
<i>All policies are available to stakeholders either on the school website or upon request from the school office.</i>	

This policy is based on the 16 to 19 Bursary Fund Guide: issued by the Education & Skills Funding Agency.

Purpose of the bursary

The 16 to 19 Bursary Fund was introduced in the 2011 to 2012 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- a **vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups;
- **discretionary bursaries** that institutions award to meet individual needs. For example, transport, meals, books and equipment.

Altrincham Grammar School for Girls will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to continuing participation in education.

1.	Eligibility
1.1	<ul style="list-style-type: none"> • Students must meet the eligibility criteria as set out by the government in the 16-19 Bursary Fund Guide issued by the Education & Skills Funding Agency. <p>Students must:</p> <ul style="list-style-type: none"> • be at least 16 and under 19 on 31 August of the year the academic year begins; • study at a publicly funded school or college, or be on an unpaid training course; • meet the residency requirements (please ask at the sixth form office if you are unsure about this); • meet the terms of the Altrincham Grammar School for Girls Sixth Form Home-School Agreement. If the terms of this agreement are not met, bursary payments may be withheld.

2.	Bursary A: Vulnerable bursary
2.1	<p>To be eligible for the vulnerable bursary, students must be in one of the following defined vulnerable groups:</p> <ul style="list-style-type: none"> • in care; • care leavers; • in receipt of Income Support, or Universal Credit in place of Income Support, in their own right; • in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.



NB: Students aged 19 or over are not eligible for the vulnerable student bursary but are still eligible for the discretionary bursary if they meet the criteria set out above under 'eligibility'

3.	Bursary B: Discretionary bursary
3.1	<p>To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education. Students must have a household income of £23, 000 or less. Household income can be evidenced by:</p> <p>Receipt of benefit e.g. universal credit P60 / P45 Tax Credit Award Notice</p> <ul style="list-style-type: none"> • Evidence of self-employment income. • Pay slips
3.2	<p>Students aged 19 and over are eligible for the discretionary bursary as long as they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or they have an Education, Health and Care Plan (EHCP).</p>
3.3	<p>Students who meet this criterion can apply for a discretionary bursary for a specific educational purpose. This may include:</p> <ul style="list-style-type: none"> • Travel to and from school; • School meals (if not already in receipt of Free School Meals); • Sixth form uniform; • Books and equipment. • Educational trips (compulsory curriculum trips organised by departments).
3.4	<p>An award, which will be made at the discretion of the school, will be paid directly to the student bank account for specific purposes. Any monies awarded will be paid directly to the student in regular instalments following an agreed payment plan, and students are expected to budget so that they have sufficient money throughout the year.</p>

4.	Bursary C: One off bursary
4.1	<p>A single, smaller discretionary award is available for students unable to access educational opportunities. They may already receive funds from a bursary in a regular payment but require additional one-off support, or they are not in category A or B above but circumstances have changed e.g. sudden parental unemployment, illness affecting income, other specific circumstances.</p>
4.2	<p>Students who meet this criteria can apply for a discretionary bursary for a specific educational purpose. This may include:</p> <ul style="list-style-type: none"> • Travel to and from school; • School meals; • Sixth form uniform; • University open days / interviews; •



5.	Conditions of receiving the bursary
5.1	Students who have been awarded a bursary will be required to adhere to the conditions set out and agreed in the home school agreement, signed at the beginning of Year 12. If a student does not adhere to these conditions, a discussion will take place between school and the student and their parents/carers; the school has the right to withhold part, or all, of the bursary.
6.	Payment of bursary to eligible students
6.1	Bursary payments will be made directly to a student's bank account in regular instalments following an agreed payment plan. This will be set out in the students' agreement form, signed by students and parents / carers. It is the responsibility of the student to inform school if their bank details change. If necessary, payment can be made in cash directly to the student.
7.	Documentation
7.1	Documentation is required to support all bursary applications. The most up to date documents should be provided to reflect the current circumstances (benefits) or tax / financial (payroll information). Examples of appropriate documentation that should be provided include: notification from a Local Authority of a care agreement; receipt of benefit e.g. universal credit; P60 / P45; Tax Credit Award Notice; Evidence of self-employment income; pay slips.
7.2	It is the responsibility of students and their parents/ carers to ensure that all information provided is complete and accurate. The giving of any false or incomplete information which leads to incorrect or overpayment may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.
7.3	Where possible, students should retain receipts of items purchased with bursary money and submit these with their documentation if and when they reapply in Year 13.
8.	Confidentiality
8.1	All documentation received by the school will be treated sensitively and stored confidentially, in line with the school's data protection policy which is GDPR compliant. The school has a statutory obligation to provide information to agreed third parties if requested e.g. ESFA or external auditors.
9.	Application process and timescales
9.1	Students can apply by completing the necessary form and submitting it to the sixth form office. Forms can be obtained from the sixth form office, or on the school website, under the sixth form section. Applications will be considered by two members of staff; the Head of Sixth Form and the Principal, and will be coordinated by the sixth form administrator. Each application will be considered on an individual basis. All discretionary bursaries are awarded at the discretion of the school.
9.2	Applications should be submitted by the end of September. Applications can be accepted after this date; however, the payment plan and allocation may be adjusted accordingly.



10.	Managing bursary underspends
10.1	Any unspent funds will be carried forward and used to support students. Ring-fenced funds that are carried forward will not be added to general school funds. The school will be complaint over the vulnerable bursary recycling requirements set by the ESFA.

11.	Complaints about the allocation of bursary funds
11.1	Any student or parent/carer who is unhappy with how an application for bursary funding has been handled should follow the school complaints procedure, outlined in our policy.

Responsibility

Responsible Staff	Katie Galvin, Head of Sixth Form
Approving body	Local Governing Body

CHANGE HISTORY

Approval Date	Approved by	Changes
30 November 2021	TLB&S	Eligibility criteria updated to link to current document.
January 2025		Dates taken out so policy is relevant across years. Name of document quoted for reference. Addition of 7.3