



# 16-19 Bursary Policy

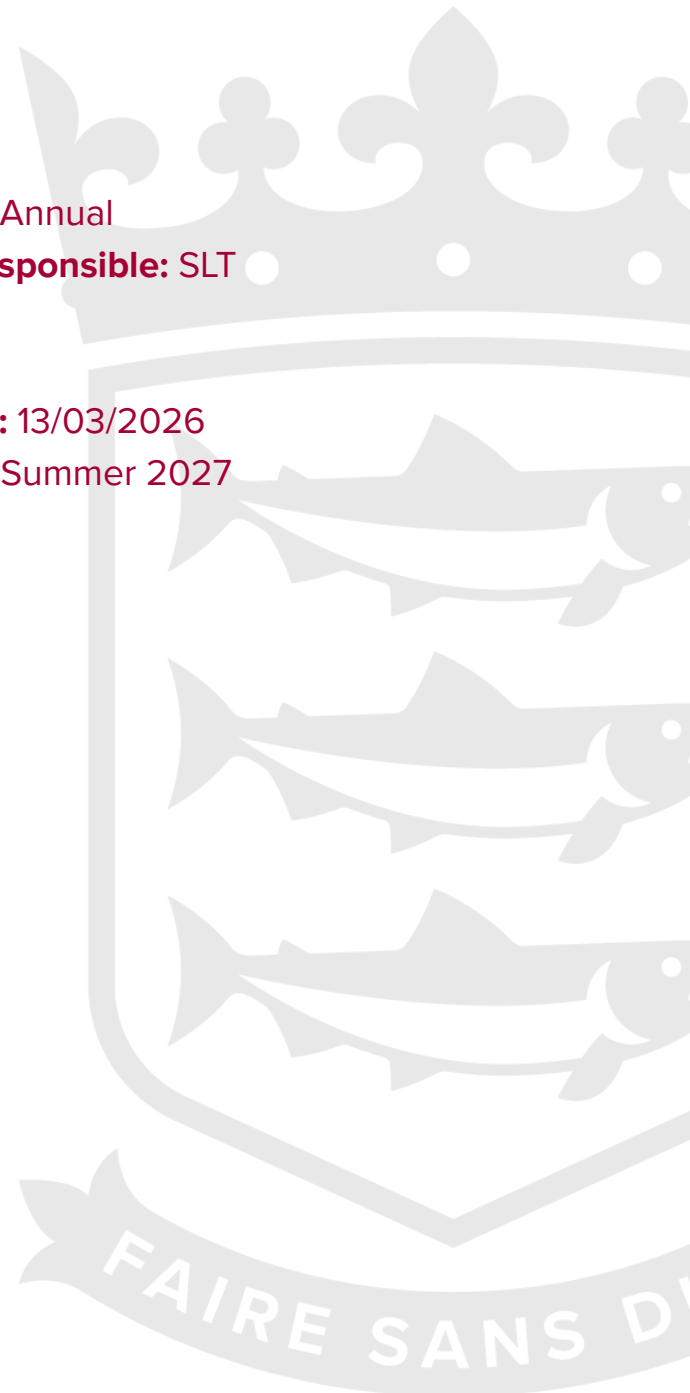
STATUS: NON-STATUTORY

**Review Cycle:** Annual

**School Committee Responsible:** SLT

**Date of Last Review:** 13/03/2026

**Date of Next Review:** Summer 2027



## What is the 16-19 Bursary Fund

The fund is made available from the government through its educational funding body – the Education & Skills Funding Agency (ESFA) for 16-19 year olds to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Further information is available online at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

The bursary award is available to help students with the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate.

The bursary fund is not intended to provide learning support, for example, counselling or mentoring, to support extra-curricular activities where these are not essential to the students' study programme or to provide living costs support.

### Who is eligible to apply for 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over but under 19, meet the residency qualifications and satisfy one or more of the following criteria:

- Bursaries for young people in defined vulnerable groups: Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Students should be awarded the amount of support they need to participate based on an assessment of the types of costs they have and will not be automatically awarded £1,200. The defined vulnerable groups are students who are:
  - in care
  - care leavers
  - unaccompanied asylum seeking children
  - students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from Department of Work and Pensions)
  - students who are lone parents
  - Students who are 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 (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right
- Discretionary bursary: Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.

Tiffin School aims to ensure our bursary fund reaches those students who are most in need of financial support. This means we will use household income to help establish which students are eligible before confirming the amount of support a student may need. We will use household income in conjunction

with other factors, such as distance to travel from Tiffin School and the number of dependent children in the household, as well as the actual participation needs the student has.

The school will retain a small emergency fund from our Bursary allocation to support students who face exceptional circumstances during the year due to a change in their situation – if it impacts on their ability to participate in education. Evidence of the student's eligibility, the individual assessment and the student's actual participation costs will be considered and must be supported by evidence.

In circumstances where the school accrues some unused funding for bursaries during the academic year, Tiffin school will carry forward the bursary funds to the next academic year.

### **Who is not eligible for 16-19 Bursary Funding**

- Students under 16 years of age or over 19 years of age on 31/08/24
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the eligibility criteria above

### **Proof of evidence will be required to support this application and could consist of:**

- Proof of annual family income - 3 most recent bank statements showing the take-home pay figure, in addition to any amount of Universal Credit, to give a total monthly income.
- Proof of Universal Credit - 3 most recent monthly award statement
- Proof of parental eligibility for Free School Meals
- Self Employment Income evidence
- Other means tested certification
- Number of dependents under 18 in the household
- Address and distance of travel to Tiffin School
- Method of travel e.g. walk, cycle, public transport/train/bus, private vehicle

### **Bursary Funds: How will Tiffin School assess applications and allocate 16-19 funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an online application form and provide original hard copies of evidence to the Sixth Form Office in a sealed envelope marked for the attention of Miss Hughes and Mr Hameed, by 30 September 2025. If the cumulative level of funding applied for exceeds the funding provided to the school a Bursary Fund Committee will meet to consider applications at all levels.

### **Withholding of Bursary Funds**

Students who are deemed eligible should be aware that any award is discretionary and payment may be withheld if:

- There are unauthorised absences during the school day
- Attendance to lessons and tutorials/assemblies falls below 90%
- Behaviour fails to meet the expectations of the school code of conduct and Behaviour policy

Pupils will receive a warning in writing before payment is withheld. Exceptional circumstances behind lowered attendance will be considered. The withdrawal will be reviewed regularly and reinstated after improvement in attendance and behaviour.

The school may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Tiffin can refuse a student's application on this basis.

### **Declaration of Truth**

The student will be required to sign a declaration when they apply for help from the bursary to confirm that the evidence they have provided is correct and complete to the best of their knowledge and belief. Students and their families will be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

### **The Bursary Fund Committee**

The Bursary Fund Committee will meet to consider and review applications. Additional meetings may be held as necessary. The Bursary Fund Committee will be made up of a Deputy Headteacher (Chair), Head of Sixth Form, and the Finance Director. The Committee may consult with other members of staff to seek information about an applicant's circumstances, well-being, behaviour, progress and attendance. Any decision will rest with the Committee. The Committee will allocate funds up to the value of the funding received from the government for the Bursary scheme. Where there are more claims in priority groups High & Medium we will consider applications by order of need and low priority groups might not receive a bursary.

### **Spending the bursary**

The bursary is to help students with the essential costs of participating in their study programme, so to help with the cost of

- essential books or equipment\*
- travelling to school
- food in the school dining hall if the student is not already in receipt of free school meals
- childcare costs for those students who are young parents in receipt of Care to Learn whose costs exceed the weekly maximum rates for that scheme. Only childcare provision eligible under the Care to Learn scheme rules can be used.

\*Electronic devices: If a student wishes to purchase an electronic device, it must be demonstrated that the device is to support their ALevel studies. For this reason, the money may not be used to purchase Ipads, mobile phones or headphones. We recommend a Chromebook because the school uses Google Classroom and they provide value for money. The bursary funding that may be put towards a device/Chromebook/laptop is limited to £250. If the device costs more than £250, the additional cost must be funded independently.

### **School trips and residentials**

A proportion of the school's Bursary funding will be ring fenced to pay for A Level course related school trips. Students in receipt of the bursary fund will be able to claim in full

- all A Level course required school trips

- one A Level course residential trip

This will be funded from the ring fenced trip bursary funds and the student will not have to claim it from their individual bursary allocation. They will be required to request this trip support from their trip organiser ie the subject teacher/Head of Department organising the trip.

#### **How will the bursary not be spent?**

The bursary fund is not intended to support costs not related to education and the student/s A Level courses, for example

- living costs including clothing, bags etc
- extra-curricular activities e.g. sports clothing and equipment, music lessons, instruments etc.
- to provide learning support i.e. services that schools give to students – such as counselling, mentoring or extra tutoring.

#### **How will the bursary money be provided?**

Students will be required to claim back their expenses. Bursaries will be paid in-kind via BACS transfer to the students account, not by cash in advance. This applies to all students, so both the discretionary and defined vulnerable group bursary. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment. The student is required to:

- provide their bank details when they apply for the bursary, it will not be paid to parents/others.
- purchase the goods
- complete a 16-19 Bursary claim form available from the Finance Office and emailed with the bursary confirmation letter
- attach hard copies of purchase receipts
- give the claim form, with receipts attached, to Miss Hughes and Mr Hameed

The student will be informed of the deduction from their bursary credit and the amount of bursary funds that they have left.