Woodlands Secondary School	16 – 19 Bursary Policy	

Date	Review Date	Author	Nominated Governors
October 2026	October 2027	Vikki Hayward	Headteacher
Website	**Statutory Policy**	**Source**	**Ratification Date**
Yes	No	The Key for School Leaders	13th October 2026

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 conditions for receiving the funds

2. Guidance

This policy is based on advice from the Department for Education (DfE) on the 16 to 19 bursary fund for the 2026 to 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, 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 board

The governing board has overall responsibility for:

- Delegating the authority to approve this 16 to 19 bursary fund policy to the headteacher
- Monitoring the high level implementation of this policy
- Ensuring compliance with relevant requirements

4.2 The headteacher

The headteacher is responsible for:

- Approving and updating this 16 to 19 bursary fund policy annually
- Making sure that staff are familiar with this 16 to 19 bursary fund policy
- Making sure the policy is being applied consistently
- 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 Bursary panel

The bursary panel is responsible for reviewing applications and supporting evidence in accordance with this policy.

The panel consists of:

- Headteacher
- School Business Manager
- Family Workers

4.4 School business manager

The school business manager 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/carers

Parents/carers are also expected to notify staff or the headteacher of:

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

5. How we use the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

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

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

We use the fund to provide students with support to fund:

- Transport e.g. to partially subsidise home to school transport costs, to support families with a contribution towards the shortfall from LBC subsidised transport, to cover transport costs for trips, activities, events and work experience etc.
- Learning resources and equipment e.g. books, sensory equipment, etc.
- Specialist clothing e.g. swimming kit, boots for horticulture, café uniform
- The cost of participating in trips, activities, events and work experience

We will provide support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

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:

- 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

6.1 Age

To be eligible for either bursary in the **2026 – 2027** academic year, students must be at least 16 years old but under 19 years old on 31 August 2026.

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 1 of these groups:

- Be funded directly by the DfE or by the DfE via a local authority; (This is how Woodlands is funded).
- 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
- Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

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. 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
- 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 1 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 (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- 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; or
- 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

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, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our 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 request 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 the 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. Discretionary bursaries

In addition to the criteria outlined in sections 6.1, to 6.4 above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

- Entitlement to Free School Meals
- Household income needs to be below £25,000 per year
- The student or their family is in receipt of Universal Credit

Students/ families 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 apply for a discretionary bursary.

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

- Level of household income

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.

9. Application and payment process

9.1 Applications

Applications should be submitted by the Google Form available on the school website.

Applications should ideally be submitted by **Friday 23rd October** to allow enough time for our school 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 school's complaints procedure.

Any enquiries about the application process should be directed to School Business Manager

9.2 Evidence

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

- 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
- 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:

- Make in kind payments, such as travel passes, books, equipment or vouchers for meals.
- Make a payment by BACS transfer to the student's bank account
- In exceptional circumstances, a payment by BACS transfer may be made to the parent's bank account

Cash payments will not be made in any circumstance.

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 level of 90% or more (excluding where students have known medical issues which impact their attendance).

All parents (or students with mental capacity in area) 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, 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 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 that may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

11. Record keeping

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 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 discretionary bursary funding cannot be carried forward for more than 1 year. Unspent funding must be reported to the DfE 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

This policy will be reviewed by the Headteacher and School Business Manager every year.

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 schools