



# Sixth Form Bursary Policy

**GB Committee Responsible:**

**Reviewed by:**

**Review Date:**

**Ratified by Committee:**

**Next Review Date:**

**Finance & Site**

Wahida Patel and Terry Killick

May 2025

06<sup>th</sup> May 2025

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# **Bentley Wood High School: 16 to 19 Bursary Scheme 2025/26**

## **Guidance**

### **What is the 16 to 19 school Bursary Scheme?**

The 16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework.

### **Who is eligible for the Bursary Scheme?**

The 16 to 19 bursary scheme offers two types of bursary for students to apply for (by first clicking "Create a new account" at <https://bentleywoodbursary.applicaa.com> and then clicking "Start Your Application"). Students can only apply for one type, depending on their personal circumstances.

### **Discretionary Bursary Award**

To be eligible for the standard bursary the student must meet the following conditions:

1. Attend Bentley Wood's 6<sup>th</sup> Form as your home school;
2. Be starting Year 12 or 13 in September 2025;
3. Be aged over 16 and under 19 on 31 August 2025;  
Or aged 19 and have an EHCP or be continuing on a study programme they began at Bentley Wood High School when aged 16-18.
4. Have been in receipt of Free School Meals or Bursary at the end of the last academic Year 2024/25

### **The Enhanced Bursary**

To be eligible for the enhanced bursary the student must meet **all four** of the following conditions:

1. Attend Bentley Wood's 6<sup>th</sup> Form as your home school;
2. Be starting Year 12 or 13 in September 2025;
3. Be aged over 16 and under 19 on 31 August 2025;
4. Belong to one of the following groups:
  - be in care; or
  - have left care having been in care for a minimum of 6 months since the age of 14; or
  - be receiving Income Support, or Universal Credit in place of Income Support, in their own right; or
  - be receiving Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

## **ALLOCATING FUNDING**

From September 2020 the Government have significantly reduced the grant funding they provide to the school for Discretionary Bursary Awards. To reflect the limited funding going forward, these awards will be focused on in-kind support in the following areas:

- Transport costs not covered by the TfL 16+ Zip Oyster
- Academic Books
- Support with 1:1 devices
- Field trips and other similar course-related costs
- UCAS or similar applications
- Attend university interviews and careers related events.

## **PROCEDURE FOR PAYING THE BURSARY**

Students need to make any requests for purchase through Applicaa Bursary 16+. Once approved the school will directly purchase the allocated in-kind provision. Where it is not possible for the school to purchase, students should upload evidence of payment to Applicaa Bursary 16+, such as receipts, and complete a petty cash claim for the school's Finance Office to reimburse via a BACS transfer to the student's bank account.

Bursary support will only be allocated if:

1. Students have returned a signed copy of their Bursary contract letter.
2. Students' punctuality and attendance according to the Arbor register is in line with the school's expectations of 96%.
3. Students' behaviour is in accordance with the school's behaviour policy. Any stoppage of Bursary support will result in written communication home informing students and parents.

## **PLEASE BE AWARE THAT:**

Any attempt to obtain Bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of a student's contract. In such a case, the school reserves the right to suspend that student's Bursary support for the remainder of their time in the 6th Form and consider other appropriate actions to recover such costs.

## **ADMINISTRATION OF THE SCHEME:**

Any remaining underspent funds at the year-end will be carried over to the next academic year for continued support of students eligible for the Bursary and will be fully utilised for Bursary students before any new academic year funding allocation is used. The school can retain up to 5% of Bursary funding as an administration contribution as allowed in the 16 - 19 Bursary Fund Guide.

## **THE APPEALS PROCEDURE:**

Where a decision is taken that a student should not receive support through the Discretionary Bursary Fund, the student should raise the issue with the Head of Sixth Form in the first instance. If this does not satisfactorily resolve the issue students have the right of appeal to the Assistant Headteacher (named on the cover of this policy). This should be done in writing and, if necessary, a parent/carer can be involved. The school is not obliged to provide more than the above appeal hearings and appeal decisions are final. There is no mechanism for appeal against a stoppage/suspension decision to any outside party.