



**CALTHORPE
ACADEMY**
Skills for the life we want

16-19 Bursary Fund policy

*All policies are electronically signed and available on Governor Hub

Ratified by the (Board of Trustees)

Signed by the (Board of Trustees):

Date: Nov 2025

To be reviewed (annually):

Date: Nov 2026

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1. Aims

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it.

2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 Bursary Fund guidance - GOV.UK](#)

This policy complies with our funding agreement and articles of association.

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). Section 22 of the Children Act 1989 defines the term 'looked after child'

'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 of 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 approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the Head teacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the 16 to 19 bursary fund policy has been delegated to the Head teacher.

In our school, monitoring the implementation of this policy has been delegated to Alan Townsend the governor for Quality of Education.

4.2 Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Head teacher of any concerns or queries regarding the 16 to 19 bursary fund policy.

5. How we use the bursary fund

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

The fund is intended to support learners' aged 16 to 19 in overcoming specific barriers to participation so they can remain in education. The fund is to be used to help learners experiencing greatest financial need when accessing their educational provision.

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

- Equipment – technology, books, learning resources.
- Travel
- Field trips and other course-related costs
- The costs of attending interviews and open days for life after Calthorpe

6. Eligibility criteria

6.1 Age

To be eligible:

- A student must be aged 16 or over but under 19 on 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).
- Students aged 19 or over are not eligible for bursaries for vulnerable groups.

6.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also be either:

- Funded directly by ESFA or by ESFA via a local authority
- Funded or co-financed by the European Social Fund
- Publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
- In a 16 to 19 traineeship programme

Students are not eligible if:

- They are on an apprenticeship programme
- Are on any waged training

6.3 Residency

Students must meet the residency criteria in the [Advice: funding regulations for post-16 provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/advice-funding-regulations-for-post-16-provision)

6.4 Asylum seekers

Those under 18 with an adult relative or partner and those aged 18 and above:

- Are entitled to education
- Are not entitled to public funds

- Can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment to asylum seekers who have not had asylum refused.

Unaccompanied children:

- Are the responsibility of the local authority
- Are to be treated as 'looked after' children
- Are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary 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 who meet one of the following 4 criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of up to £1,200 per year.

The defined vulnerable groups are students who are:

- in care
- 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
- 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

We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Students eligible for bursaries under this category will be given a pro rata bursary if their study programme lasts for less than 30 weeks.

We will obtain the following **proof of eligibility** for vulnerable groups:

- For students who are in care or a care leaver, confirmation of their current or previous looked-after status from the relevant local authority.
- For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training
- For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

8. Discretionary bursaries

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

Level of household income (to be decided each academic year). The Senior Leadership Team may in exceptional circumstances award the bursary if the household income exceeds the maximum limit set each academic year. The reasons for granting the bursary will be recorded.

To assess household income, we will ask to see one of the following:

- Proof of benefits letters
- Tax credit award notifications
- P60s
- Wage slips

- Bank statements covering a certain period (e.g. the last 3 months)
- Universal Credit award notices (e.g. the most recent 3)

9. Payment

9.1 Process

Payments are made using the following process:

- Made in-kind payments, such as equipment or books.
- Make payments into students own bank accounts where this is applicable, if not, an alternative bank account can be used. Where this is the case, a signed agreement will be in place to acknowledge the money will be used to benefit the learners education.
- Applications should ideally be submitted by Autumn Term 1 to make sure enough time is allocated to assess the overall level of demands and make discretionary awards on a fair basis. However, as students' circumstances may change, the application process will remain open for the whole school year.

9.2 Conditions for the receipt of bursary payments

Payments are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- We may withhold payment if the student is not attending school.
- We will consider the impact of such an action on the individual student before taking a final decision to do so.

10. Unicef Convention of the Rights of the Child Articles

CRC principles are integrated within this bursary fund policy which not only supports access to education but also upholds children's rights in line with international standards.

- Article 28 – Right to Education: supports learners' right to access education by providing financial aid to those facing barriers, ensuring they are not excluded due to economic constraints.
- Article 29 – Goals of Education: Education is directed toward the development of the child's personality, talents, and abilities. The bursary fund

helps learners stay in education, fulfilling this by supporting their personal and academic development.

- Article 3 – Best Interests of the Child: this policy prioritizes the best interests of students, ensuring fair access to financial resources that enable continued education.
- Article 12 – Respect for the Views of the Child: When determining eligibility or handling disputes regarding the bursary fund, students should have the opportunity to express their views and be actively involved in decision-making processes.
- Article 26 – Social Security: The bursary aligns with this article by providing a form of social security to young people in need, helping to cover education-related costs.
- Article 2 – Non-Discrimination: The bursary fund should be equally available to all students, regardless of their background, ensuring no discrimination based on gender, ethnicity, or disability.

11. Changes

Description	Date	Page	Section
CRC Articles	20/09/24	9	12
Required attendance levels amended from no attendance for 4 weeks would equal no payment to we may withhold payment if the student is not attending school	20/10/24	8	9.2
Updated link to bursary guidance	20/10/24	3	2
Additional line about SLT authorising payments in exceptional circumstances	20/10/24	7	8
Update on alternative bank account can be used but a signed agreement will need to be in place for usage.	3/10/25	8	9.1