



Bridlington School

16-19 Bursary Fund Policy (Non-statutory)



Approved by:

Governing Board

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1. Rationale:

The 16 – 19 Bursary Fund is a grant calculated and paid to the School by the DfE (Department for Education). The grant aims to assist vulnerable students and students in need of financial assistance to continue attending school by removing financial barriers to participation.

Students must be at least 16 years old and under 19 years old at 31st August 2025, to be eligible to apply for financial support. Applications to the 16-19 Bursary Fund may be made at any point during the academic year.

Students aged 19 and over may apply for a discretionary bursary if they have an Education Health Care Plan (EHCP) or they are continuing a course started aged 16-18.

Further information on the 16-19 Bursary Fund can be found at:

<https://www.gov.uk/1619-bursary-fund/>

Students who are parents can access financial help with childcare costs enabling them to attend school through the Care to Learn scheme, further information can be found here:

[Care to Learn: Overview - GOV.UK](#)

2. Eligibility:

There are 2 types of bursary awards available:

Vulnerable Student Bursary – applies to students who are:

- in care;
- care leavers*;
- in receipt of 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 partner or child;
- in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as either** Employment Support Allowance (ESA) or UC in their own right;

Students who fall within the above criteria for a Vulnerable Student Bursary should notify the school upon enrolment, to determine the level of financial assistance required for the year, the maximum amount being £1,200 for a full-time student (or pro-rata for a part time student).

*Care leavers are defined as:

1. A young person aged 16 to 17 who has been 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
2. 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.

The criteria for the award are set by the DfE and must be strictly adhered to. Proof must be provided to the school to confirm eligibility for this award.

Any uncertainty around eligibility for this bursary can be discussed in confidence.

Discretionary Awards

These awards are more flexible and can be awarded to any student deemed eligible by the school. The eligibility for this award is set by each individual school, so neighbouring schools may have slightly different eligibility criteria.

At Bridlington School, the following criteria apply:

- Students in receipt of Free School Meals are eligible to apply for a discretionary award without further proof of income.
- Students who live in a household with a household income of less than £42,875 are eligible to apply for a discretionary award but will need to provide proof of income*.
- Students faced with emergency situations may be eligible for a discretionary award.
- Students who apply will be expected to have a minimum attendance of 94% at the time of applying to be considered for an award. In exceptional circumstances e.g., absence due to an operation / unavoidable absence, students with attendance below 94% may apply.

Bursaries may be awarded outside of the above criteria to take into consideration wider family circumstances such as if the student is a carer, from a single parent family or where there are a lot of other children in their family.

Bursaries may be withdrawn from students whose attendance/attitude deteriorates.

*Proof of income can include:

- A P60 for the latest full tax year
- Benefit Entitlement letter
- A Tax Credit Award Notice
- Universal Credit Monthly Award Notices (please provide evidence of 3 months)
- SA302 Form
- Certified accounts, if self-employed.

3. Examples of financial assistance:

Financial assistance can be provided for:

- Books & equipment
- Fees and exam re-sit fees
- Transport costs to and from school (where these are deemed to be excessive / barrier to participation)
- Emergency accommodation & meals
- Course trips*
- Interviews & Open days at universities (travel costs to & from the university)
- Other relevant costs – i.e., Purchase of materials for use in practical subjects.

*Financial assistance can be provided for students to take part in curriculum-related trips and visits up to a maximum of £200.00 per year. A contribution from parents/carers towards the cost of the trip/visit will also be expected. The amount will depend on individual circumstances.

Wherever possible, financial assistance will be provided “in kind”, that is, the school will provide the resources applied for, such as textbooks and equipment. Where students require a monetary reimbursement, receipts **MUST** be provided before a refund can be made.

Any equipment purchased through the 16-19 Bursary Fund remains the property of the school and must be returned at the end of the course (ie. Laptops, ipads, sewing machines).

Payments made to students will be by bacs, made payable to them.

4. FAQs:

Do bursary awards impact on DWP benefits?

No, receipt of bursary funding does not affect the receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker’s Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

How do I apply?

Application forms are available for collection from the Sixth Form team. These should be completed and returned as soon as possible.

How long will it take for my application to be considered?

Applications are considered as soon as possible after receipt, but within a month at the very most. Applications are considered by the Head of Sixth Form and Finance & Operations Manager. Any information provided as part of the application process will be confidential and treated with sensitivity. Information provided will never be shared to any outside agency or to any staff in school other than those involved in processing the applications.

Successful applications will receive a letter confirming the amount awarded and where appropriate, payment to the student applying. (If monies are for course visits, then these will be passed directly to the visit leader on the student's behalf).

If further information is needed to support the application, a letter will be sent requesting this before a decision can be made.

A letter will be sent informing the student if the application is not successful and the reason why, referring to the criteria specified above.

Can I apply more than once?

Yes – applications can be made at any time during the school year.

Is there a limit to the monies I can apply for?

In theory, no. However, the monies provided to the school are limited and consideration needs to be given to ensuring sufficient monies are made available to those students who need the most assistance.

Careful consideration will be given to each application.

5. Appeals:

If your application is unsuccessful, you may appeal against the decision by writing to Mrs K Parker-Randall, Headteacher. Your letter needs to include what you applied for, the amount you applied for and why you feel the application should have been successful, referring to the criteria within this policy.