STUDENT 16 TO 19 BURSARY POLICY

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October 2026

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1. AIMS

Harington 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;
- Make clear to parents and students the attendance and behaviour conditions for receiving the funds.

2. GUIDANCE

This policy is based on advice from the Department for Education (DfE) on the 16-19 bursary fund, which is updated from time to time. 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.
- '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 RESPONSIBLITIES

4.1 The Governing Body

The governing body has overall responsibility for approving this policy.

4.2 The Head of School

The Head of School is responsible for monitoring the implementation of the policy and, assisted by the Chief Finance Officer, for ensuring staff are familiar with the policy and that it is being applied consistently.

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 participate and remain in education.

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary bursaries

We will use bursary funding to support essential costs that enable students to participate in their study programme, including:

- Travel to and from school
- Essential books and educational materials
- Specialist equipment
- Required clothing or uniform
- Course-related trips that are a compulsory part of the study programme
- Costs associated with university interviews where these form part of progression planning

Support will only be provided where costs are necessary for participation in education and are evidenced.

The bursary fund will not normally be used to support non-essential extracurricular activities or general living costs.

No single item can exceed the cost of £500.

We will always aim to achieve "Best Value" and reserve the right to not release funds if we feel that there is a better value alternative.

6. ASSESSMENT OF NEED

All bursary awards will be based upon an assessment of the student's actual financial need and the costs they are expected to incur in participating in education.

The School will not make automatic of flat-rate awards that are not supported by evidence of actual costs.

Students may be required to provide evidence of anticipated expenditure including travel, books, equipment or other essential study-related costs.

7. EMERGENCY HARDSHIP SUPPORT

In exceptional cases of severe hardship, the School may provide temporary support for meals or travel before a full bursary assessment has been completed.

Any such support will be recorded and monitored in accordance with DfE audit requirements and a full bursary assessment will be subsequently completed.

8. ELIGIBILITY CRITERIA FOR THE 16 TO 19 BURSARY

8.1 To be eligible for a bursary students must be at least 16 years old but under 19 years old on 31 August 2026.

Students aged 19 or over are only eligible for a discretionary bursary if they:

- Are continuing on a study programme or course which they began when they were aged 16 to 18 years old; or
- Have an Education, Health and Care (EHC) plan.

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

8.2 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 one of these groups:

- Be funded directly by the DfE or by the DfE via a local authority;
- 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 approved for funding for ages 16 to 19; or
- Be in a 16 to 19 traineeship programme.

8.3 Residency
Students must meet the residency criteria in the Department for Education's Advice: funding rules for 16 to 19 provision 2026 to 2027 - GOV.UK

8.4 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;
- Are to be treated as 'looked after' children; and
- Are 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.

8.5 Bursaries for young people in defined vulnerable groups
Students with a financial need, who meet one of the 4 criteria below, in addition to the criteria outlined in sections 8.1, 8.2 and 8.3 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.

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).

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, we will look at cases

individually and base the outcome 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.

8.6 Discretionary bursaries

In addition to the criteria outlined in sections 8.1, 8.2 and 8.3 above, students can apply for a discretionary bursary if their household income is less than £45,000 per year.

Students who do not satisfy the above criteria, 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;
- Distance to travel between the student's home and the institution, or a location for a placement;
- The number of dependent children in the student's household;
- The requirements of their study programme;
- Whether the student has additional responsibilities that may mean they need extra help.

There is no set limit for the amount of a 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. Sums are distributed according to the household income and level of grant received from the DfE with higher bursaries being given to lower bands which are determined by household incomes as detailed below:

- Band 1 bursary award - Household income up to £20,000
- Band 2 bursary award – Household income £20,001 to £35,000
- Band 3 bursary award – Household income £35,001 to £45,000

Students above these thresholds may still be considered where exceptional hardship exists. For example, where a student is no longer living in their household.

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. A new application must be made annually.

8.7 Evidence

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

- Previous 3 to 6 months' worth of payslips;
- P60;
- Written confirmation of a student's current or previous 'looked-after' status from the relevant local authority; and/or
- Written confirmation of a benefit award or tax credit notice, in the name of the student (for either bursary) or the parent (for the discretionary bursary).

- The School will retain evidence supporting bursary awards including:
    - Application forms
    - Income evidence
    - Records of assessed need
    - Receipts and invoices
    - Records of expenditure made on behalf of students
    - Attendance and payment records

These records will be maintained in accordance with DfE audit requirements.

9. APPLICATION AND PAYMENT PROCESS

9.1 Applications

Applications should ideally be submitted by 30th September to allow enough time for the Head of School to assess the overall level of demand and make discretionary awards on a fair basis.

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 or not, 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 policy.

9.2 Payment Process

Payments are made using the following process:

- Student grants will be held by the School.
- Students will be required to raise an order approved by the Head of School and Executive Principal, purchases will then made on the student's behalf. Some of the grant will be added to the student's Parent Pay account for meals. Purchases can be made by the School on behalf of the student for all eligible expenditure, for example, trips transport, train fares to visit universities, books, resources and equipment related to your course.
- It is possible for students to pre-authorise expenditure via a purchase order for costs to be incurred, for example, expenses and mileage to attend open days at universities, these sums should be claimed via a Harington School expenses claim form. Monetary payments to students will be paid into the student's own named bank account. We are unable to release money in advance for these purchases. Instead, an expenses claim form should be submitted after the purchase has been made along with any receipts.
- Any receipts must be attached to the expenses claim and match the original purchase order.

9.3 Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting conditions in relation to their standards of attendance, timekeeping, good behaviour and dress code.

All students are required to sign the declaration on the application form 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, caring responsibilities or other exceptional circumstances.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded, and where students have decided to withdraw from a study programme. 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.

10. CHANGE IN CIRCUMSTANCES

If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

11. RECORD KEEPING

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, household income evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule.

12. UNSPENT FUNDS

The School will manage bursary funds in accordance with DfE requirements and will report any unspent funds where required by funding regulations.

13. MONITORING ARRANGEMENTS

This policy will be reviewed by the governing body annually.

APPENDIX: APPLICATION FORM FOR 16-19 BURSARY FUND

Part 1: Student Details	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Age on 31 August 2026	
Home Address	
Postcode	
Phone-Home & Mobile	
Mileage distance from Home to School	
Email Address	
School Form (if known)	
Chosen A Levels	1
	2
	3

Part 2: Parental Contact Details	
Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone	
Email Address	

Part 3: Household Details		
Please state who you live with and their relationship to you		
Name	Relationship to you e.g., mother, father, brother, sister, partner etc.	Age if under 16

Part 4: Circumstances

If any of the following circumstances apply to you, please tick the appropriate box:

- ☐ You are 16-19, live independently and claim Income Support
- ☐ You are looked after by the Local Authority
- ☐ You are a Care Leaver
- ☐ You are 16-19 and a parent and receive Income Support
- ☐ You are 16-19 and receive Income Support for any reason
- ☐ You are a disabled student
- ☐ You are an asylum seeker

Please indicate the help you require by ticking the appropriate boxes:

- ☐ Travel costs
- ☐ Essential course costs (books, trips, equipment etc.)
- ☐ Meal costs
- ☐ Uniform
- ☐ Other (please specify)

Please tick all boxes that apply to this application. Documentary evidence will be required to support the above requests.

If your request relates to the use of equipment or books on loan, you will be required to sign an agreement confirming that the items will be returned to the School after use.

Part 6: Income Details (For Household)

Please provide appropriate evidence to enable the School to verify the total annual income of the household.

Evidence must cover the income of all relevant adults whose income forms part of the household income assessment.

Depending on your circumstances, acceptable evidence may include:

- latest P60;
- recent payslips;
- Universal Credit award statements;
- current benefit or pension award letters; or
- for self-employed applicants, the most recent HMRC tax calculation/tax return or appropriate accounts.

You do not need to provide every type of evidence listed above. Please provide the evidence relevant to your household circumstances. The School may request additional evidence where the information provided is insufficient to establish total household income.

Household means the student and the parent(s), carer(s), guardian(s), partner(s) or other adult(s) with whom the student normally lives and who share responsibility for household income and living costs. Where parents or carers live separately, the household will normally be considered to be the one in which the student ordinarily resides. For the purposes of assessing eligibility for bursary support, household income may include the combined gross annual income of all adults within the household who contribute to its financial support.

Applicants must provide evidence of the income of all adults whose income forms part of the household assessment. The School reserves the right to request additional evidence where household circumstances are complex or unclear. If a student splits their time between two households, then both household incomes will need to be considered.

Type of Income		Yes/No	Evidence required
A	Income Support		An award letter which is less than 3 months old on the date of application
B	Working Tax Credit / Child Tax Credit		3 most recent monthly award statements
C	Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
D	Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on the date of application
E	Earned income with no additional benefits		Include last 3 months salary slips
F	Self-employed earnings with no additional benefits		Audited accounts or official tax return

Part 7: Payment Details (BACS) Account must be in the sole name of the student	
Name of Bank	
Account Holder's Name	
Account Number	
Sort Code	

Part 8: Authorisation by Head of School	
☐ Attendance ☐ Achievement	
Comment	
Signature	
Date	

Part 9: Declaration	
I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs if I am found to have provided incorrect information or do not complete my course.	
Signature of parent	
Signature of student	
Date	

Part 10: Statement/Behaviour standard	
The continuance of payments will be subject to the following criteria: Students are expected to maintain good attendance, punctuality and behaviour.	
I accept the above terms: Signature of student	

Eligible expenditure for the balance includes uniform, trips, books, equipment, travel to university interviews and taster days, sports kit, stationery, transport. These items should be agreed in advance and payment will be made direct to third parties where possible.

Band 1 bursary award - Household income up to £20,000
Band 2 bursary award – Household income £20,001 to £35,000
Band 3 bursary award – Household income £35,001 to £45,000

Students above these thresholds may still be considered where exceptional hardship exists. For example, where the student lives with their household.

Remember:
Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence please contact Mrs Dilks, Finance Director, to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

Please return this form to:
Emma Dilks
Finance Director
Harington School

If you need any additional information, help completing the application form or further support, please contact Emma Dilks, in confidence, on 01572 772567 or email edilks@catmosecollege.com