



16-19 Bursary Fund Policy & Guidance Notes

At St Augustine's CE High School, we work to provide the highest quality education for every student and to enhance their learning through the offer of first-hand experiences that reinforce the curriculum, increase confidence, independence and social awareness. We aim to encourage all pupils to participate fully in the life of the school and to 'be the best that we can be in every aspect of our lives as we grow in the Christian virtues of Faith, Hope and Love'. The bursary aims to support our students' aspirations and support the final two years of their academic journey in school.

Approved by:	Governing Body	Date: January 2025
Last reviewed on:	January 2023	
Next review due by:	January 2027	

St Augustine's Federated Schools have consciously considered how this policy may affect people who share protected characteristics and have due regard for those whose identity is protected under the Equality Act 2010.



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What is the 16-19 Bursary?

The 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education, such as the costs of transport, food or equipment to support their learning.

There is further information available on the following website: <https://www.gov.uk/1619-bursary-fund>

The 16-19 Bursary Fund is a limited fund and a panel will meet and consider applications and prioritise allocation. There will be two priority groups:

- 1: **Nominated bursary**
- 2: **Discretionary bursary**

Students who believe they are eligible for any level of funding should complete an application form and hand it to the Sixth Form Administration Office by the deadline of the beginning of October half term.

Payments will be made on an “as needs” basis. Entitlement to meet the criteria is not a guarantee of funding; our allocated funds are limited, so support will go to students who demonstrate greatest need.

How do I know if I am eligible?

The scheme is divided into two parts, Nominated and Discretionary:

1: Nominated Bursary

This bursary is up to £1,200 a year and awards can be made to:

- Young people aged 16 and 17 in care
- Care givers aged 16, 17 and 18
- Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents)
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

2: Discretionary Bursary

Please note that:

- The school will use ‘entitlement to free school meals’ as the principal determinant of eligibility for financial support.
- The school manages the number and size of discretionary bursary awards to keep within their budget.
- The school can decide which students receive a discretionary bursary.
- They may decide to retain a small emergency fund from their allocation to support students who face exceptional circumstances during the year that impact on their ability to participate.
- There is no set limit for the amount of discretionary bursary that can be awarded to students. The school can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as they have clearly identified an individual student who requires this level of funding.



NOTE: In **exceptional** circumstances, students who are not automatically eligible for an award under the criteria listed above can also apply for help with one-off course related expenses. Proof of income or hardship will be required. Applications for additional help will be considered on an individual basis, and an award is dependent upon available funds.

Who makes the decisions about payments?

The Bursary Fund Panel will normally meet three times per year (October, January and April to consider and review applications). The Bursary Fund Panel will include the Sixth Form PYC, the Head of Sixth Form and a Deputy or Assistant Headteacher

Students and their parents should understand that the **available fund is limited**. Any appeals against decisions should be made to the Deputy Headteacher in the first instance.

What are the conditions for payment?

All bursary payments are subject to meeting the school's expectations regarding attendance, attitude to learning, completion of coursework and completion of courses enrolled upon. Eligible students must be under the age of 19 on 31 August 2020 and enrolled on a full-time course at the school.

Students who are awarded support should be aware that to continue to receive funding, they must have:

- At least 95% for attendance
- No unauthorised absences
- Punctuality – no more than one late mark per week.
- Good attitude to learning

Payments of the following items or type of item will be made to students where possible (payment for UCAS applications, books, trips, resits of GCSE examinations, etc.). Where cash bursary payments are made, these will be paid directly into a student's bank account, dates to be advised. Evidence of what the cash bursary was used for (e.g., travel cards, top up statements, receipts of books, supplies relevant to the course etc. – this is not an exhaustive list) must be supplied before payment can be made.

What can the Bursary be used for?

Students may receive or use the funding for items such as the following (this is not an exhaustive list):

- Laptops/tablets
- Data access at home
- Essential textbooks, extended learning texts
- Revision Guides or flashcards
- Art materials
- Sports resources or kit
- Course-related trips
- Travel to HE interviews and Open Days (upon production of travel receipts)
- Oyster/Travel Card
- Special equipment required for specific courses



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- Exam re-sit Fees
- UCAS costs
- Lunch allowance
- Other expenses may be considered on application

We have carefully considered and analysed the impact of this policy on equality, inclusion and the possible implications for pupils and staff with protected characteristics. This is part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.



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