



Durham Johnston

POLICY FOR 16-19 BURSARY

1	SUMMARY	Clarification on the financial assistance to eligible students based on need and merit, ensuring fair, transparent, and equitable access to education by outlining clear criteria, processes, and responsibilities for awarding and managing funds.			
2	RESPONSIBLE PERSON:	Headteacher in consultation with the Governing Body Finance, Grounds Premises and HR sub-committee (FGP & HR)			
3	APPLIES TO:	Staff, parents and carers, students and other stakeholders			
4	GROUPS/ INDIVIDUALS WHO HAVE OVERSEEN THE DEVELOPMENT OF THIS POLICY:	Headteacher, Governing Body Finance, Grounds Premise and HR sub-committee			
5	RATIFYING COMMITTEE(S) & DATE OF FINAL APPROVAL:	FGP & HR Committee held on 17 October 2025			
6	VERSION:	V1			
7	AVAILABLE ON:	Staff Shared Drive	Yes	Website	Yes
8	RELATED DOCUMENTS:	N/A			
12	DISSEMINATED TO:	All, via website			
13	DATE OF IMPLEMENTATION:	October 2025			
14	DATE OF NEXT FORMAL REVIEW:	October 2026			

DOCUMENT CONTROL

Date	Version	Action	Amendments

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1. Overview

Students learn best when their basic needs are met, **students who are unable to meet their basic needs, should speak with someone in the Sixth Form Office and submit the application form overleaf as they may qualify for a bursary.** The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation in education.

Students who face such barriers and meet the criteria are encouraged to apply for this support by completing the Bursary Application Form.

Students who successfully apply for a bursary, may be eligible to receive support with costs related to: school meals, travel for education purposes, school uniform, essential books and equipment not supplied by the school, field study visits, exam resits and university applications and related expenses.

There are two bursaries available:

1. The Discretionary Bursary
2. The Independent Bursary

2. Eligibility and evidence

2.1 The Discretionary Bursary

You will need to complete Part A and C of the Bursary Application Form and **provide evidence** of all the following:

- Legal right to be resident in the United Kingdom
- You are a full time student within Durham Johnston Sixth Form
- Aged 16 or over, but under 19, on 31 August of the academic year in which you are claiming support

In addition you will need to evidence:

- Gross household annual income of less than or equal to £45,000; **or**
- That you are in a situation where you are unable to meet your basic needs

2.2 The Independent Bursary

You will need to complete Parts A, B and C of the Bursary Application Form and **provide evidence** that you meet the criteria for The Discretionary Bursary as well as at least one of the following criteria:

- You are in, or you recently left, local authority care
- You get Income Support or Universal Credit because you're financially supporting yourself
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit

You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

3. Assessing need

In deciding on the allocation of funds and the extent of reimbursement the school will consider the individual student's need and the support needed, prioritising those who are in most need and need most support. In determining this the school will consider:

- Durham County Council's list of students eligible for Free School Meals
- Level of household income
- Level of student independence
- Specific extenuating circumstances

The amount awarded for the bursaries may therefore be tiered to ensure that the funds are distributed fairly to those most in need. There may therefore be some situations where some students are reimbursed fully and other students only receive a partial reimbursement.

4. Reimbursement and Limits

The Bursary Fund can only reimburse essential education expenses associated with a student's specific programme of study. This can include:

- Travel for education purposes including Young Persons Rail Card
- Essential books and equipment **not supplied by the school**
- School meals
- Essential field study visits
- University applications / interview expenses
- Exam resits

Wherever possible the school will provide support 'in kind'. Payments for food will be made directly on to your school account accessed via your biometrics at a rate of £2.75 per day. These funds are available between 11am and 2.45pm and do not roll over. Any unspent funds will revert to the school account. This money cannot be withdrawn from your account. School hoodies and trips can be paid directly to the appropriate school account, students are just required to provide details of the costs to the Sixth Form Administrator.

The school only has a limited amount of money available to distribute amongst students and therefore cannot guarantee to reimburse expenses in full. Where appropriate the school will endeavour to do so, however the school will not reimburse any more than the following:

1. Uniform expenses are limited to £250 per year.
2. Travel expenses are limited to £3 per day (being the cost of a day bus pass)

Should you leave Durham Johnston Sixth Form your funding will stop.

Once the funding is exhausted the school will be unable to reimburse expenses.

5. Applying for the award

In order to receive the bursary students must:

1. Complete the Bursary Application Form and
2. Attach the appropriate evidence.

Failure to complete the Application Form or provide evidence will delay any payment as **incomplete forms will not be processed**, and you will not be able to receive funding until the form is fully processed.

Students will need to submit a new bursary application each year of study.

The application form can be submitted at any point throughout the year, however to ensure prompt processing students are encouraged to submit the form by the end of September.

6. Evidence of Income

The school will accept the following documentation as evidence of income:

1. Durham County Council's official list of students eligible for Free School Meals (the school has access to this).
2. Latest P60
3. Universal Credit Statement
4. Tax Credit Statement

Certified Letter from the DWP

7. Decision and Payment

The student will receive an email or Teams Message with the outcome of the application.

The Autumn and Spring Bursary payments will be made half termly and the Summer Term will be paid in a single instalment. **The Bursary Payment can only be made directly to the student.** Payment will be made by bank transfer. Students must have a bank account in their own name. If the application for bursary is successful, we will ask students to securely give us their bank details.

Emergency payments can be made on a one off basis. Any students seeking emergency support should speak to the Sixth Form Administrator in the first instance.

8. Attendance and Behaviour

The Bursary Payment is dependent on students meeting their responsibilities as a student as set out in the Sixth Form Student Agreement.

Overall attendance figures for the year are used to calculate the travel reimbursement. Travel reimbursement = (daily/weekly cost x (Total % attendance rate for the year x days/weeks in term)).

The school may remove the bursary from students who fail to meet the terms of the Sixth Form Student Agreement.

9. Right to Appeal

You have the right to appeal to the Head of Sixth Form within seven days of the email detailing the outcome of your application and any appeal must be made via email FAO of the Sixth Form to school@durhamjohnston.org.uk

If you have any further questions or queries regarding the bursary you should seek support from the Sixth Form Administrator.

10. Sharing information

Upon making an application students give consent for the information shared to be stored in line with the school's retention guidelines, in accordance with the UK GDPR Data Protection Policy and to be shared with third parties for the sole Purpose of Post 16 Bursary Application. Please refer to the Privacy Notice on the school website for further information. Students have the right to withdraw or provide any consent at any time.

The information students provide will be relied upon by the school and any false or incomplete information may result in future payments stopping, any incorrectly paid funds being recovered, and could result in prosecution.

The Bursary account and associated evidence is subject to audit and any irregularities may be pursued by the authorities.

Appendix 1: Bursary Application Form

Part A: Complete for The Discretionary Bursary and The Independent Bursary			
Student Details:			
Student Name:			Form:
Address:			
Residential Status:			
Do you have the legal right to be resident in the United Kingdom? (Further evidence may be required.)		Yes ☐	No ☐
Are you an unaccompanied asylum seeker?		Yes ☐	No ☐
Do you live in a lone parent household?		Yes ☐	No ☐
Necessary Support: - Please indicate the support you need and <u>provide evidence of the cost.</u>			
Support Required:	Confirmation	Cost	Evidence Required
Travel for education purposes (up to £3 per day), also including Young Persons Rail Card	☐		Details of travel arrangements for the year including a receipt/ticket.
Essential books and equipment not supplied by the school	☐		Receipts.
School meals (£2.75 per day)	☐		N/A
School uniform (max £40 per half term, up to £250 per year)	☐		Receipts
Essential field study visits	☐		School letter.
University applications / interview expenses	☐		Travel receipts, interview information.
Exam resits	☐		Details of resit.
About You: – Please tick the statements that apply and <u>attach supporting evidence:</u>			
Requirement	Confirmation	Typical Evidence Required	
You are aged 16 or over, but under 19, on 31 August of the academic year in which you are claiming support.	☐	Student enrolment details	
Parents/guardians have a gross household annual income of less than or equal to £45,000 Please state your actual gross household annual income.	☐ £_____	Recent P60, Universal Credit Statement or Tax Credit Statement of all parents/guardians within the household.	

Part B: Complete for The Independent Bursary only		
Requirement	Confirmation	Typical Evidence Required
You are in, or you recently left, local authority care	☐	Recent letter from the Local Authority.
You personally get Income Support or Universal Credit because you're financially supporting yourself	☐	Recent IS or UC award letter to you personally.
You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit	☐	DLA award letter.
You personally get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit	☐	Recent award letter for PIP and recent UC award letter to you personally.

Part C: Student Declaration: All students must complete and sign		Confirmation
I have read the 16 – 19 Bursary Fund Policy and I am making a bursary application in accordance with that information. All information within the application and supporting evidence is correct and complete to the best of my knowledge and belief.		☐
I give consent for the information which I share with the school to be stored in line with the school's retention guidelines, in accordance with the UK GDPR Data Protection Policy and to be shared with third parties for the sole Purpose of Post 16 Bursary Application. Please refer to the Privacy Notice on the school website for further information.		☐
YOU HAVE THE RIGHT TO WITHDRAW OR PROVIDE ANY CONSENT AT ANY TIME. SHOULD YOU WISH TO DO SO PLEASE EMAIL THE GDPR TEAM: GDPRTEAM@DURHAMJOHNSTON.ORG.UK		
Name:..... Signed: Date:		