



Twyford
C of E
Academies Trust

Document Title	16-19 Bursary Policy
Committee Responsible for Policy	Resources Committee
Review Frequency	Every three years
Last Reviewed	June 2025
Next Review Due	June 2028
Policy Author	Head of Sixth Form (Twyford)

Assessment of the Impact of a Policy on Equality & Diversity

Policy: 16-19 Bursary Policy	
Impact assessed by: M Arthur	Date: 16/06/2025
1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else? The criteria for providing bursary support may not treat different groups equally.	
2. How would this be evidenced? By monitoring uptake of support by protected groups. Seek feedback from user groups (such as SEN students).	
3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else? No.	
4. If the answer to 3 is 'Yes', please provide details and evidence.	
5. How might the new policy change this?	
6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else? No.	
7. If the answer to 6 is 'Yes', please provide details and evidence.	
8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test? PASS	

16-19 Bursary Policy

1 Introduction

This fund is made available from the government through the Department for Education – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. Students will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have, subject to the total number of applicants. Funding is limited.

2 Guidance

This policy is based on advice from the Department for Education on the [16 to 19 bursary fund for the 2025 to 2026 academic year](#).

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

3 Roles and responsibilities

4.1 The Trust board

The Trust board has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.

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

4.2 The headteacher

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

4.3 Staff

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

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

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding this 16 to 19 bursary fund policy.

4 How we use the bursary fund

Financial support is available to eligible students from the 16 – 19 Bursary fund. See section 6 below for details of the eligibility criteria.

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

- Transport
- Books
- Equipment
- Essential course-related and school related costs, e.g. field trips and lanyards
- Contribution towards the costs of attending university interviews and open days
- Contribution towards the costs of attending industry placements

5 Eligibility

To be eligible students must be at least 16 years old but under 19 years on 31st August in the academic year in which they start their programme of study. There are 2 separate bursaries that students could qualify for:

- :Bursaries for young people in defined vulnerable groups–
- : Discretionary bursaries

5.1 Bursaries for young people in defined vulnerable groups

Students who are identified by the government as `most vulnerable` may be eligible for a bursary of up to £1200. Those are:

- a. Young people IN CARE.
- b. CARE LEAVERS.
- c. Young people in receipt of Income Support (IS) or Universal Credit (UC) in their own right.
- d. Young people 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

For students IN CARE or CARE LEAVERS this must be supported by written evidence from their Local Authority Social Services Department.

For students in receipt of UC or IS, a copy of the UC or IS award notice, clearly stating that the claim is in the student's name/confirming they are entitled to the benefits in their own right must be provided.

For students in receipt of UC, a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills must be seen.

Students receiving UC/ESA and DLA and PIP, should provide a copy of their UC award notice from DWP and evidence of receipt of DLA or PIP.

UC claimants can print off details of their award from their online account or provide a screenshot to the school.

5.2 Discretionary Bursary Support

Students who meet one or more of the following criteria may be eligible for discretionary bursary support.

- Students registered with the Local Authority as being eligible for free school meals. You can check eligibility for free school meals or view the criteria [**here**](#).
- Students facing financial hardship and whose gross total household income (before tax) is below £35,000.

Appropriate evidence confirming eligibility will need to be provided as part of the application process.

For students in receipt of free school meals, initial assessment is by self-declaration, then supported by a letter from the Local Authority confirming receipt of Free School Meals.

For students facing financial hardship appropriate evidence confirming eligibility will be required from all adults in the young person's household who contribute to household costs:

Acceptable forms of evidence are:

Evidence of benefits received:

- Income Support or Income-based Jobseeker's, Employment and Support Allowance or Universal Credit (UC) – the 3 most recent monthly award statements should be provided. Including payments/support relating to rent and or housing costs.

- Tax credits –Award notification from HM Revenue & Customs for the latest Tax Year detailing the household income and your Tax Credit entitlement.

AND/OR

Or evidence of employment

- Salaries and wages – P60, month 12 or week 53 payslip or 3 months of most recent payslips and P9d or P11d if you have received benefits or payments in kind; and P45 if you had more than one employer in the latest tax year.
- Self-Employment Income – your SA302 form; or Tax Credit award notification for the correct tax year.
- Bank statements or other appropriate evidence.

Declaration of income from other sources such as interest, income from property rental, shares and investments.

6 Assessing eligibility and awarding support.

Both types of bursary funding are designed to help students overcome the individual financial barriers to participation they face. All students, whether applying for the discretionary or defined vulnerable bursary, will have their actual participation needs assessed individually to determine the type and amount of support they need. There is, therefore, a possibility of no financial support, if a student's participation cost are already met or there are no participation costs.

Participation costs are assessed annually, a declaration confirming that the household income for existing bursary students will be required. Students will only continue to receive a bursary if they continue to satisfy the criteria.

All applications are by self-declaration. Application forms and all supporting documents as outlined above should be submitted online by 30th September for students eligible at the start of term. Late application may be made upon a change of circumstance throughout the year.

Decisions concerning discretionary support are made by the Head of Sixth Form. Procedures in respect of appeals are set out in Section 11 of this document.

7 Payment

Students must have their own bank account as funds are paid direct to them and will not be sent to a third party.

Bursary payments will be made at the end of each half term direct to student accounts by BACS with the exception of curriculum trips which will be paid direct to the relevant school account.

Payment or part payment of the Bursary will only be made where a student has fulfilled all criteria as defined in the Student Contract. This contract relates to attendance, punctuality,

meeting course requirements, target grades and behaviour. The school may alter the entitlement and total bursary payable in-year due to changes in funding or numbers eligible.

Entitlement to a bursary will end should a student cease to be in learning at this institution. All bursary payments will be required to be repaid should a student cease learning before 31 October in the year of application. Ownership of any course materials purchased will revert to the Twyford Trust.

Students who start a course late or finish early will be entitled to payment on a pro rata basis. Students must notify the school immediately of any change of circumstances that may affect their entitlement. Any overpayment due to incorrect or changed circumstances or for any other reason must be repaid immediately.

No payment will be made where a student is in debt to the school.

Funds may be used to directly procure services for the specific benefit of eligible students. In this case costs will be charged against bursary funding in accordance with their use by eligible students.

8 Ownership

All books and equipment purchased with Bursary funds remain the property of Twyford Trust and as such must be returned at the end of the course to be reused by other eligible students.

9 Additional Participation Costs

Additional costs may occur during the academic year. Where further funds are available students may apply for a contribution (in part or in full) towards these costs. Students must : Before purchase, contact the Bursary Administrator with the details of intended purchase and gain written confirmation prior to the purchase.

After purchase and safe receipt, provide a valid receipt clearly showing the date, item purchased and cost must be submitted to the Bursary Administrator before funds will be reimbursed.

10 Appeals

Appeals will only be considered from the person in receipt of the Bursary Award. All appeals should be directed to the Head Teacher in the first instance and thereafter in accordance with the Trust's Complaints Procedure.

11 Change in Circumstances

All applicants to the Bursary Scheme must sign a declaration that the information supplied to the school, government agency or Local Authority is true and that all parties will be notified immediately of changes of circumstance. Any false declaration and/or evidence will be treated as Fraud. Action will be taken to recover all monies paid and notify the relevant authorities.

12 Record keeping

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

13 Unspent funds

Funding for discretionary bursary funding cannot be carried forward for more than 1 year. Unspent funding must be reported to the DfE using the [online enquiry form](#), specifying the amount of funding and the year/s it relates to, no later than 31 March each year. The DfE will recover all unspent funds.

14 Administration

In accordance with government guidelines, up to 5% of the government grant for 16-19 bursaries will be retained by the school to cover administration costs.