



Waltham Toll Bar Academy

16-19 Bursary Policy

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For Office Use Only:

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To make changes to this policy, please
email admin@lincolnshiregateway.co.uk.



Lincolnshire Gateway
Academies Trust

16 to 19 Bursary Statement

Toll Bar Sixth Form recognises that some students, particularly those from lower income households, face additional barriers when moving on to Further Education. The Government Bursary Scheme is designed to help the most vulnerable 16-19 year olds in full-time education, enabling them to fulfil their academic potential.

The 16-19 Bursary Fund has two elements:

1. Vulnerable Bursary – Students within the defined vulnerable groups below will be eligible to receive a Bursary Award up to the value of £1,200 a year.

The defined vulnerable groups are::

- Students in care
- Care leavers
- Students 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
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

2. Discretionary Bursary - The Academy can make discretionary bursary awards to students depending on their individual needs and circumstances. Discretionary Bursary Awards are targeted towards students facing financial barriers to participation - such as the costs of transport, course materials and equipment. Students may be entitled to a Discretionary Bursary Award if they meet the following eligibility criteria:

- The student must be aged 16 or over but under 19 on 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.
- The student must meet the residency criteria in ESFA funding regulations for post-16 provision.
- **The student must be able to provide evidence that their current gross household income is below £36,000.** Evidence of household income should be dated within the last 3 months of the application and a copy of the evidence will be retained by the Academy for 6 years as required by the ESFA requirements. This information will only be shared with the ESFA as part of their compliance monitoring.
- **Examples of evidence:** Payslip, P60, Benefits statements from a government department or local council, Universal Credit statement.
- Students who live more than 25 miles from the Academy.

In exceptional circumstances, if an individual does not meet any of the above criteria, but feels they might qualify due to an individual situation, the Academy can be approached and a Bursary Award may be granted on a discretionary basis.

Students entitled to receive a Bursary Award must also meet the following requirements:

- Meet the full requirements of all expectations set out in the student Academic and Social Contract.

- Meet all deadlines for work set by individual Curriculum Areas.

Funding from Bursaries

A student's bursary fund can be used to pay for on-site meals, educational stationery, essential academic visits, transport and ordering of textbooks and other course materials. Students are given a tiered award based on need. The tiers of need are:

Tier 1: Educational Visit contributions, stationery and textbooks

Tier 2: Educational Visit contributions, stationery, textbooks and transport

Tier 3: Educational Visit contributions, stationery, textbooks and onsite food

Tier 4: Educational Visit contributions, stationery, textbooks, onsite food and transport.

Eligibility

If a student's circumstances change during the course of the academic year, they should speak to the Sixth Form Leadership Team to determine whether they are eligible for the Bursary or not. If a student is in receipt of a Bursary in Year 12, they will be required to provide written confirmation that they continue to meet the eligibility criteria at the start of Year 13.

Appeals

If a student wishes to appeal the outcome of their application for a Bursary Award, they need to contact the Vice Principal – Post-16, and follow the Academy's complaints procedure.

Fraud

Lincolnshire Gateway Academies Trust is responsible for investigating instances of fraud relating to Bursary applications. If LGAT finds evidence that misleading or fraudulent information has been knowingly submitted by a student or parent, resulting in the student receiving a Bursary Award they were not entitled to, payments will stop and a report will be made to the police.

Defining 'in care' and care leavers

The 16 to 19 Bursary Fund defines 'in care' 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). Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as:

1. 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
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.

Foster care, including privately arranged foster care

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the criteria for the 'in care' vulnerable group where they need financial support to

participate. A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible for help from the bursary for vulnerable groups, where they need financial support to participate.

Bursary Application Forms can be obtained from the Vice Principal – Post-16, or from the Sixth Form website.

Students can apply for Vulnerable Bursaries at any time. Applications for Discretionary Bursary Awards should be submitted to Vice Principal – Post-16, by 19 September 2025.

If students have any queries or become eligible for the Discretionary Bursary Award after this date, they should speak to the Vice Principal – Post-16.