Enabling all to flourish rooted in God's love

Trust 16 to 19 Bursary Fund Policy

Policy type	Trust wide
Review	Annually
Author/Responsible Officer	Governance Officer
Approved by	Board
Date of ratification	July 2026
Date of next review	June 2027

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

OUR POLICY STATEMENT

'Enabling all to flourish rooted in God's love'

JOHN 10:10

Our Trust's mission is to ensure that all pupils are enabled to flourish; academically, socially, spiritually, physically and mentally, rooted in God's Love. This belief is central to our vision and our work in service of our communities, pupils, staff and families and is rooted in our Christian Foundation. Our policies are underpinned by our Trust and Schools Christian Visions, serving a range of different contexts and school communities.

Our commitment to mutual flourishing within the school community is recognised within our policies and procedures and ensures that we are governed by principles that are guided by the central belief of prospering, thriving and growing for all. Our polices are based on the belief that equitable treatment for all pupils, staff and the wider community is essential for ensuring holistic flourishing for all. Each policy is developed collaboratively and draws upon and is informed by the National Church of England Vision and the Diocesan Board of Education Vision. Our polices are adapted to recognise the individuality of each school and its community.

Our policies provide clear expectations for all Trust colleagues and ensures a consistency of approach across our schools and that we are living out our Trust values of Hope, Nurture, Equality, Respect and Collaboration.

Each policy forms part of our Trust Governance and ensures that we are held to the highest standards as we carry out our duties.

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Statement of Intent

At Manshead CE Academy (MCEA), we provide 16-19 bursaries for students to ensure they can access their studies, where they would otherwise be unable to do so for financial reasons. The bursary is intended to help students with the essential costs of their studies, e.g. important books, equipment and travel costs. We are committed to closing the attainment gap between students from disadvantaged and more advantaged backgrounds, ensuring that every student participates in, and benefits from, a place in 16-19 education and training.

There are two types of bursaries available: **discretionary** and **vulnerable**. Each bursary is allocated based on students meeting the eligibility criteria. The government sets out specific criteria for the vulnerable bursary which entitles students to the funding, whilst the eligibility criteria for the discretionary bursary is determined by MCEA. In both cases, we are responsible for determining whether a student's application has been successful.

We are dedicated to:

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is publicly available via the academy website and Sixth Form Office.
- Widening access to, and participation in, 16-19 education and training.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate resources are available to implement policies, as much as is reasonably practicable.
- Sharing and acquiring best practice through partnerships with neighbouring settings.

1. Aims

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents/carers and students the type of support that is available and the means of applying for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

2. Guidance

This policy is based on advice from the Department for Education on the [16 to 19 bursary fund for the 2026 2027 academic year.]

This policy complies with our funding agreement and articles of association.

This policy operates in conjunction with the following policies:

- Complaints Policy
- Attendance Policy
- Behaviour Management Policy
- Data Protection Policy

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 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.

4.2 Manshead CE Academy (MCEA)

MCEA will be responsible for setting eligibility criteria for students at MCEA and will set conditions for receiving the bursary, such as regular attendance. Arrangements for applying for bursaries will be straightforward and confidential.

The needs of each student who applies for the bursary will be assessed by MCEA and evidence will be obtained to support each application. MCEA will claim vulnerable bursaries from the Student Bursary Support Service (SBSS) for each eligible student.

Records will be kept by MCEA of all assessments and payments. The application process will maintain confidentiality.

MCEA will make this policy available early enough for students to be able to use the information when deciding which post-16 setting to attend.

MCEA will comply with the requirements of the Equality Act 2010 when setting its criteria and will not discriminate against students because of their protected characteristics.

MCEA will inform the DfE of the total amount of any unspent funds (not previously reported) from any year up to and including the 2025-2026 academic year.

MECA will ensure it completes the new Individualised Learner Record (ILR) or census fields to provide data on the number of students participating in extended work placements.

4.3 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.

4.4 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.

4.5 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.

5. Raising awareness and take-up of the 16-19 bursary fund

To raise awareness of the bursary, MCEA will employ different marketing activities, including the following as appropriate:

- Posting information about the bursary on the academy website, prospectus and newsletter (bulletin).
- Distributing information at open evenings for Year 11 students / Sixth Form students.
- Providing students with information about the bursary and directing them to the academy's website in collective worship and tutor time.
- Providing further information, such as the application form and details of the bursary, following enrolment for all new entrants to MCEA in an induction pack, as well as an email about the bursary at the start of the academic year.
- Providing tutors with information to inform discussions between tutors and students.
- Working with social workers, who help the most disadvantaged students, to identify those who may be eligible for vulnerable groups.
- Sending emails throughout the year to inform students of the financial support available – in the Summer term emails are sent to inform students that the application form can be downloaded and completed.

To identify students who may be eligible from vulnerable groups, MCEA will work with the LA, LAC education services and care leaver services to help and encourage students to apply for a bursary.

In addition, where appropriate, MCEA will work with the LA to establish local data sharing agreements to share information about which students may be eligible and who should be supported to make an application.

MCEA will work with local stakeholders to identify eligible students for vulnerable groups such as:

- Including information on the bursary within communication to social workers.
- Developing networks with foster parents, schools, asylum support teams, youth offending services and health services.

MCEA will establish whether students were in receipt of the pupil premium funding in Year 11 or received SEND support, which may indicate whether they are eligible for a discretionary bursary. MCEA will proactively approach identified students to see if they require support.

MCEA will ensure that, in any marketing materials and the application form, procedures for how MCEA maintains confidentiality are outlined to encourage more students to apply for the bursary.

It should be noted that **bursary fund is not intended to**:

- Provide learning support – services that institutions give to students – for example, counselling, mentoring or extra tutoring.
- Support extra-curricular activities where these are not essential to the students' study programme.
- Support general household incomes.
- Support the costs of foreign / overseas field trips where the content can be found within England at a much cheaper cost and / or to support the costs of fields trips that are not an essential part of a student's study programme goals.

In addition MCEA is **not permitted to use the bursary fund in any way that would give us a competitive advantage** over other institutions. Examples include:

- Fees for access to facilities in the institution.
- Block subsidy of the canteen.
- Block subsidy of transport, or support for travel for all students regardless of family incomes.
- Block provision of equipment, material, or books.
- Making bonus payments to reward attendance or achievement.
- Payments to support students' general living costs.

6. Bursary fund statement (Appendix 1)

A bursary fund statement will be published every **July** on the academy website: https://www.mansheadschool.co.uk/Policies/

The bursary fund statement will outline the following:

- How MCEA will allocate and award its funding.
- The eligibility criteria for awarding bursary funds.
- Terms and conditions for receiving the bursary, e.g. attendance and behaviour requirements.
- The type of support offered through the bursary, e.g. with transport, books and equipment.
- Whether the bursary fund contributes to other costs, e.g. attending university open days and interviews.
- A statement explaining that the support available to students is from the bursary fund.

7. Eligibility criteria for the 16 to 19 bursaries

Please note: the following eligibility criteria will be assessed **in addition** to the individual student's actual financial needs. No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have.

Students who are aged 16 or over and under 19 years old on 31st August before the academic year in question may qualify for bursaries for that academic year.

Students aged 19 or over will be able to receive a bursary if they are continuing on a study programme, they began aged 16 to 18, or if they have an EHC plan, provided they remain eligible, and the setting determines they need the support to continue their participation.

Students aged 19 or over will not be eligible for bursaries for vulnerable groups.

MCEA will only pay bursaries to students aged 16 or over, unless in exceptional circumstances, e.g. where a student is following an accelerated study programme. The setting will use its discretion to decide whether a student under the age of 16 is eligible – this is explained further in the 'Discretionary bursaries' section.

Students on apprenticeship programmes, or any waged training, are considered to be employed rather than in education – as such, they will not be eligible for the bursary.

Non-employed students aged 16-19 who are participating in a Prince's Trust Team Programme will be eligible to receive the bursary in the same way as any other student.

Students on distance learning provision will not likely need help from the bursary, but in instances where they require financial help, the setting will provide support in-kind, e.g. a temporary travel pass to attend exams.

Students will be permitted to apply more than once if their circumstances change. In this case, they will be reassessed, including a one-to-one interview to determine if there are any exceptional circumstances to consider.

Most students who receive a bursary will get a tailored award from the discretionary bursary. Students in need of more support will be permitted to apply for a vulnerable bursary.

Students must be participating in provision that is subject to inspection by a public body which assesses quality, e.g. Ofsted. The provision must also fall into one of these groups:

- Funded directly by the DfE or by the DfE via an LA.
- Otherwise publicly funded and leading up to a qualification (up to and including level 3) accredited by Ofqual or on the DfE list of qualifications approved for funding 14- to 19-year-olds.

Students must meet the residency criteria in the government's funding rules for 16 to 19 provision. This guidance also specifies the evidence MCEA must see and retain for audit to confirm eligibility for post-16 funding (and therefore meet the residency criteria for Bursary Fund eligibility).

8. Young offenders

Students convicted or cautioned for a criminal offense, i.e. young offenders, will be able to apply for a bursary if they:

- Are serving a non-custodial sentence.
- Have been released early from a custodial sentence, except on temporary license.
- Have been remanded to a non-secure institution.

Young offenders cannot apply for a bursary if they:

- Are serving a custodial sentence.
- Have been released from a custodial sentence on temporary licence.
- Have been remanded to a secure institution.

As with all bursaries, the setting will provide in-kind support to young offenders rather than cash payments wherever possible.

9. Discretionary bursaries

MCEA are responsible for determining their own eligibility criteria for the discretionary bursary. However, this must comply with the conditions and funding rules set out by the government's 16-19 bursary fund guide. MCEA must ensure that students are eligible for, and need help from, the bursary fund each year.

MCEA will ensure that discretionary funding is allocated to the students who are most in need of financial support. Eligibility criteria for receiving a discretionary bursary will include:

- Students who are completing a high-cost course (over £2,000) in which specialist equipment and clothes are required, including industry placements.
- Students living in a low-income household.
- Students who are from a single parent family or have one or more dependent siblings in their family.
- Students who have additional responsibilities, such as being a young carer or parent.
- Students who travel greater than 5 miles to MCEA.

Discretionary bursaries may be awarded for students in low-income households. MCEA will use household income, in some way, to help establish the amount of support awarded to a student, if possible.

The amount awarded will be dependent on the amount of income – this will be allocated on different band as follows:

- **Band 1 discretionary bursary**: total income is less than, or equal to, **£16,190.**
- **Band 2 discretionary bursary**: total income is more than **£16,190**, but is less than, or equal to, **£20,817.**
- **Band 3 discretionary bursary**: total income is more than **£20,817**, but is less than, or equal to, **£25,521.**

Students who apply will be assessed individually. This assessment will be documented, and evidence to support the claims will be obtained and retained for auditing purposes.

The assessment will be based on a student's financial needs and MCEA will consider any unearned income, such as shares or investments, savings, and rental income.

MCEA will not make blanket or flat-rate payments to all students or students in the income bands outlined above without considering the actual needs of each student.

MCEA will use **in-kind payments over cash payments** for discretionary bursaries wherever possible.

In addition to the bandings noted above, the final amount awarded to each student will depend on the overall number of applications received for the whole cohort across both year groups within the Sixth Form. This information will not be known until all applications have been received. MCEA will need to manage the discretionary bursary to keep payments within the amount awarded from the DfE.

MCEA will retain 10% of its allocation to support students who face exceptional circumstances during the year due to a change in their situation that impacts on their ability to participate in education – evidence of a student's eligibility for emergency funds, the individual assessment and their actual participation costs will be held for audit purposes as for any other bursary award.

In individual cases of severe hardship, the bursary fund will be used where appropriate to provide food support for a student on the days they attend their programme of study. Food support will be provided where the setting believes the student to be in real need and will not require checks on household income or other evidence-gathering that would usually be required.

Where food support is provided, copies of the following records will be retained for audit purposes:

- The total number of students provided food support
- The number of days this support is given to each student
- The total value of support given to each student along with the rationale for its provision
- Signed confirmation of receipt funding by the student or actual spend receipts

MCEA will exercise its discretion in each case as this scheme is not intended to continue on an ongoing basis for any individual pupil. This flexibility relates to food support only.

Discretionary bursary awards are there to help students with the cost of things like travel, essential books, equipment, or specialist clothing (such as protective overalls, for example), stationery and such like. It can also be used to pay for costs incurred in making applications for higher education such as transport and application fees etc. These costs relate to items that students would otherwise need to pay for themselves in order to be able to take part in their studies.

MCEA will exercise its discretion in each case as this scheme is not intended to continue on an ongoing basis for any individual student. This flexibility relates to food support only.

10. 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.

11. Vulnerable bursaries

MCEA's eligibility criteria for receiving a vulnerable bursary is based on the ESFA's eligibility guidelines and will include students who are:

- LAC (this includes those classed as an unaccompanied asylum-seeking child).
- Previously LAC (PLAC).
- Receiving Income Support or Universal Credit because they are financially supporting themselves and / or someone who is dependent on them and living with them, such as a child or a partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

Proof will be required to evidence the above eligibility criteria for the bursary.

Via the application form, MCEA will remind parents / carers that they will not be able to continue to claim Child Benefit if the student successfully applies for ESA.

Students who are in one or more of these categories can apply for a vulnerable bursary of up to £1,200.

Where a vulnerable student is on a course lasting 30 weeks or more and is participating full-time, they will be eligible to receive up to £1,200. MCEA will consider the number of hours involved in eligible student's study programmes when deciding if a pro-rata payment is more appropriate.

MCEA may pay a student in a vulnerable group more than £1,200 if it believes the student needs extra help to remain in education; the extra payment will be paid from MCEA's discretionary bursary allocation or its own funds. The rationale for such a decision will be included as part of MCEA's auditable records.

MCEA will only pay students the amount they need to access education, based on individual assessment. Students will not automatically receive £1,200 or a set amount of funding unless this is in line with their actual financial need.

Proof will be needed to evidence that a student is eligible for the bursary, for example:

- **LAC or PLAC**: written confirmation, such as a letter or an email, of current or previous LAC status from the relevant LA (the LA that looks after them or provides their leaving care services).
- **In receipt of Income Support**: a copy of the Income Support award notice, which must evidence that the student is entitled to the benefit in their own right and confirm that the student can be in FE or training.

- **In receipt of Universal Credit**: copies of the Universal Credit Award notice from the last **three months** to estimate assumed income for the year which must evidence that the student is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status, e.g. a tenancy agreement in the student's name, a child benefit receipt, children's birth certificate, or utility bills.
- **In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments**: a copy of the Universal Credit or ESA award from the Department for Work and Pensions (DWP), as well as evidence of receipt of Disability Living Allowance or Personal Independence Payment.

MCEA will only submit a funding claim to SBSS once sufficient evidence has been provided and MCEA has confirmed that the student needs financial support to participate.

MCEA will be responsible for assessing whether students are eligible to receive a vulnerable bursary.

MCEA may decide that, although a student may be eligible for a bursary, as they fall within one or more of the vulnerable groups, the bursary is not required as they do not have any financial need and do not need further support. If financial needs are already met and there are no other costs or they do not require the maximum award, MCEA may decide not to allocate a bursary to the student – for example, where:

- A student attends specialist residential provision that covers their education costs in full.
- A student undertakes a distance learning programme and there are no financial barriers to participation, e.g. no travel or food costs.
- A student is in LA care and education costs are covered in full by the LA.
- A student is financially supported by their partner.

Where MCEA decides that a student is ineligible for funding in accordance with the above criteria, MCEA will explain to the student and / or the student's parents / carers the aim of bursary funding and why it is appropriate to not award any in this instance. This will be confirmed in writing.

If a student or the student's parents / carers still want to claim a bursary for vulnerable groups, they must inform MCEA who will then consider the particular circumstances in each case and assess whether:

- No bursary should be awarded, as the student has no financial needs; or
- A reduced bursary should be awarded, as the level of financial help needed is limited.

MCEA will ensure its bursary application form is clear about the possibility of no award or a reduced award.

12. Paying bursary funding to eligible students

MCEA will **aim to pay all funding in-kind** by BACS transfer to the student's own bank account.

Payment in-kind may include, for example, travel passes, vouchers or credits for meals, or required books or equipment.

Where in-kind payments are given to students within vulnerable groups, MCEA will explain the value of these payments to the student and how these have been deducted from the total £1,200.

Payments will not be paid into another person's bank account unless exceptional circumstances mean that a student is unable to administer their own account. If a student cannot manage their own funds, MCEA will consider who can manage the bursary on the student's behalf.

MCEA has the right to determine how often payments are made – when doing so, the following will be considered:

- The reason the bursary was awarded.
- The student's circumstances.

- Local arrangements.

MCEA has the right to insist that students only spend bursary payments on the support that has been identified as necessary to help them access education, e.g. to pay for travel costs.

MCEA will adhere to good practice guidelines to make regular payments to students on weekly basis (during term time only) provided receipts are provided.

MCEA will not pay bursaries to students in large or lump sums.

In order to decide how best to use individual students' bursary funding, MCEA will employ the following procedures:

- Every student who qualifies for a bursary is offered an interview with the Head of Sixth Form to decide the best way to allocate their support.
- Priority areas are addressed first, including travel to the setting, equipment costs and support with studies.
- Students are allocated a higher amount of funding at the beginning of their course to address the priority areas.
- A percentage of the funding is kept back as a hardship fund to respond to any emergencies that may arise during the year – the total amount held is discussed with the student during the initial interview.
- The student services team meet with individual students on a regular basis to help them with budgeting.

If students or their parents / carers have any queries about payments, they should contact the Sixth Form or the Student Support Services Team in the first instance.

MCEA will use up to five percent of its allocation from the DfE for administrative costs.

13. Conditions for receiving bursary funding

Receipt of a vulnerable or discretionary bursary will be conditional on the student meeting the agreed standards set by MCEA.

The conditions of payment will be clear and accessible to students, as well as being thoroughly explained as part of the induction process.

Evidence that the student has seen and agreed to the conditions will be kept for audit, such as an agreement signed by the student, in accordance with the 'Student declarations' section.

Students in receipt of bursaries must have **93% attendance** at timetabled lessons, unless the absence is authorised. Consideration will be given to the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

In line with the Trust's Health and Attendance Policy, students that are absent due to sickness will be expected to present a note from a qualified medical practitioner if their absence is persistent.

Holidays outside timetabled school holiday times are not permitted.

Students in receipt of bursaries will be expected to abide by the Behaviour Management Policy of MCEA.

Where there are concerns regarding a student's attendance or behaviour, MCEA will discuss the issue with the student and consider individual exceptional circumstances before withholding any payments. In all cases, sanctioning will not occur to the extent a student's ability to attend education is undermined.

MCEA will ensure that all parents / carers and students are aware of the possible impact that attendance may have on payments, outlined in the application form.

MCEA will stop payments where a student is not meeting the agreed standards; however, individual circumstances will be considered before doing so.

Where a student withdraws themselves from a study programme, payments will be stopped.

MCEA will stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays, and where a student withdraws themselves from a study programme.

Money may be taken back from students if it has not been spent for the reasons it was awarded to them. Before doing so, MCEA will always consider the impact of this on the student.

MCEA may specify that students return any books and equipment purchased for them through the bursary, such as a laptop, at the end of their study programme for use by other students. This will be clearly communicated to students and their parents / carers upon confirming eligibility for the bursary.

MCEA will require receipts for expenditure, where appropriate, to confirm that funding is being used for the reason it was awarded.

For standard weekly costs, e.g. travel and food, receipts will not be collected for each transaction, and will instead be evidenced initially by receipts and then paid afterwards linked to attendance.

For one-off or infrequent costs, students will need to discuss their needs with a member of the Student Support Service Team to have the expenditure approved in advance. MCEA will endeavour to make the purchase on the student's behalf wherever possible or practicable. Where this is not possible the costs will need to be paid by the student and then claimed retrospectively upon production of valid receipts.

MCEA will highlight to students and parents / carers the impact of receipt of the 1619 Bursary Fund on other benefits. This includes information that:

- Receipt of bursary funding will not impact the receipt of other means-tested benefits paid to families, e.g. Income Support.
- Receipt of Disability Living Allowance or Employment Support Allowance will mean parents can no longer receive certain benefits for that child, e.g. Child Benefit.

14. Recycling bursaries

MCEA will be able to accrue some unused funding for bursaries for vulnerable groups during the academic year, e.g. if a student leaves early after only receiving part of their bursary, or if the full amount was not paid as the student did not meet the agreed conditions (until 30th April 2026).

Where MCEA has accrued funds as specified above, it will use these funds for another student, rather than claiming for the full £1,200, e.g. if a student left and £700 was unspent, MCEA will only claim £500 towards another eligible student.

If MCEA has enough funds to cover the costs of a full bursary (£1,200), it will submit a funding claim showing a value of zero to the SBSS and use the amount to fund the new student.

If MCEA decides that a student is in one or more of the defined vulnerable groups, but does not have any actual financial need, it will submit a funding claim showing a zero amount.

MCEA will be able to add any funding for bursaries for vulnerable groups it has claimed, but no longer needs, for eligible students for discretionary bursaries (from 1st May 2026). Funds will be allocated in this way on a case-by-case basis after assessing students' needs.

Please note that institutions that receive a single overall allocation, which includes funding for both FSM and the discretionary bursary, funds can be carried forward from both schemes and can be used for either FSM or discretionary bursary payments in the new academic year.

MCEA will consider carrying forward any unspent funds to the next academic year, but not for more than one year – any funds carried forwards will only be used to support students in line with this policy and will not be added to general funds.

Unspent funds carried forward will be used before using MCEA's new academic year allocation.

If MCEA has no other students who are eligible for a bursary for vulnerable groups and funds have been claimed in error, it will contact the DfE and arrange to return the funds.

15. Student declarations

Students and / or their parents / carers will sign a declaration when they apply for either a vulnerable or discretionary bursary, confirming that any evidence given in support of the application is correct.

By signing the declaration, the student and their parents / carers are agreeing to all the conditions and eligibility criteria.

MCEA will retain copies of the declaration and supporting documentation for six years – this includes:

For vulnerable groups:

- A copy of the funding claim sent to SBSS.
- Evidence showing that the student is eligible, in line with this policy.
- Evidence of payments received from the SBSS, e.g. bank statements.
- A copy of the student's individual assessment of actual financial need including a breakdown of the calculation that has determined the amount required.
- Receipts for purchases or in-kind support provided, e.g. bus pass, lunch receipts or book receipts.
- Evidence to support the value of any cash payments made to the student.
- Attendance evidence to support payments where applicable.

For discretionary bursaries:

- Evidence used to assess eligibility, as outlined in the 'Discretionary bursaries' section of this policy; e.g. P60's, self-employment accounts, wage slips, a letter from DWP and copies of online statements for UC.
- A copy of the student's individual assessment of actual financial need, including a breakdown of the calculation that has determined the amount required.
- Receipts for purchases or in-kind support provided, e.g. bus pass, lunch receipts or book receipts.
- Evidence to support the value of any cash payments made to the student.
- Attendance evidence to support payments where applicable.

All data will be handled confidentially and stored securely in line with the Data Protection Policy.

16. Managing applications

MCEA will use its own application form for the bursary fund. A copy is included as Appendix 2 for reference.

The application form will capture all the relevant information needed to assess the application in line with this policy, including:

- Household income.
- The student's actual financial needs to support their participation.
- Specific deadline dates.

- The student's signature indicating they have seen and agreed to the terms and conditions of the funding and that all information provided is accurate.

All applications for the 16-19 bursary will be submitted by **30th October** of each year wherever possible, to allow MCEA to correctly and fairly assess overall demand and distribute discretionary awards. MCEA will not, however, implement a cut-off date for applications, in recognition that some needs may arise throughout the academic year.

The date for applications to be submitted will be outlined in the bursary fund statement, the bursary application form and any marketing materials.

Application forms and marketing materials will outline that students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to receive them, e.g. if they do not have any financial needs or these needs are covered by alternative means.

17. Quality assurance

MCEA uses the ESFA's 16 to 19 Bursary Fund Checklist (included as Appendix 3) to confirm which documents have been provided for each student, as outlined in the 'Student declarations' section – these relate to the following:

- The application process.
- The decision to award the specified amount of bursary.
- The funds that have been issued to the student.

MCEA maintains written records of the following:

- The number of applications received.
- The value of all bursaries awarded.
- The purpose of all bursaries awarded.
- Which applications qualified for the bursary, and which did not.
- Brief descriptions of MCEA's justification for any decision to award a bursary or not.

MCEA retains copies of any documents the student has signed to give formal agreement to their conditions for payment, as well as any others mentioned in this section, for six years.

18. Auditing, assurance and fraud

MCEA will be responsible for investigating any suspected instances of fraud relating to bursary fund applications.

MCEA will ensure that appropriate processes are in place to record bursary applications and expenditure at student level. This will include:

- A breakdown of the value, including the purpose, type of cost and whether paid or not.
- A brief justification for the decision.

MCEA will ensure that it can clearly evidence the following:

- The application process.
- How students were assessed as eligible.
- How the decision has been made to award the specific amount of bursary based on financial needs.
- The funds that have been issued to each student.

Copies of documents signed by students to give formal agreement to their conditions for payment will be retained.

Students and their families will be informed that providing false or incomplete information that leads to incorrect payments or overpayment may result in a referral to the police with the possibility of the student and / or their family facing prosecution.

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

If evidence comes to light that supplied information is misleading or fraudulent, MCEA will stop any further payments and will attempt to recover any payments already provided to the student.

Where significant fraud is identified, MCE will report this to the DfE. Significant fraud involves one or more of the following:

- The amount of money is in excess of £1,200.
- The particulars of the fraud are novel, unusual, systematic or complex.
- There is likely to be great public interest due to the nature of the fraud or the people involved.

19. Conditions for using the bursary

The bursary fund will not be used by MCEA for any reasons which would give them a competitive advantage over other settings, such as:

- Enrolment or administration fees imposed by MCEA.
- Fees for access to facilities in MCEA.
- Block subsidy of the canteen.
- Block subsidy of transport.
- Block provision of equipment, material or books.
- Bonus payments to reward attendance or achievement.
- Payments to support students' general living costs.

The bursary will not be used as a way of incentivising attendance or as a marketing tool to encourage students to this this setting over another.

Block payments to students for attendance, irrespective of their actual financial need, will not be paid.

The bursary fund will only be used for supporting students who have a genuine financial difficulty which might prevent them from continuing in education, rather than acting as an incentive for attendance.

20. Complaints and appeals

All complaints and appeals must be made in writing in accordance with the Complaints Policy.

If the complaint or appeal concerns operational processes or customer service for a vulnerable bursary funding claim, the SBSS will deal with the case. If the case is not resolved following this, it will be passed to DfE.

MCEA will act as a first point of contact for students who have complaints and will support students as much as possible throughout the complaint's procedure.

Complaints made regarding MCEA and MCEA's provision of support will be dealt with in accordance with the procedure set out in the Complaints Policy.

21. 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.

22. Monitoring and review

This policy will be reviewed annually by the Headteacher. The next scheduled review date is **June 2027**. Please note that this date may change based on when the DfE publish their update for the next academic year.

MCEA will ensure that this policy is implemented correctly and appropriately at all times.

MCEA will communicate any changes to this policy to all staff and relevant stakeholders.

Appendix 1: 16-19 bursary fund statement 2026-2027

Introduction

The 16-19 Discretionary Bursary Fund is paid by the Department for Education to schools / academies and colleges so that they may provide financial help to students whose access to, or completion of education might be prohibited from doing so on financial grounds.

At Manshead CE Academy (MCEA), we award bursary funding to successful applicants to help students with the essential costs of their studies, e.g. important books, equipment and travel costs. We are committed to closing the attainment gap between students from disadvantaged and more advantaged backgrounds, ensuring that every student participates in, and benefits from, a place in 16-19 education and training.

MCEA aims to ensure that funding reaches those students who are most in need of financial support. This means selection criteria will include household income in some way to help establish which students are eligible before confirming the amount of support a student may need.

There are two types of bursaries available: **discretionary and vulnerable**. Each bursary is allocated based on students meeting the eligibility criteria. The government sets out specific criteria for the vulnerable bursary which entitles students to the funding, whilst the eligibility criteria for the discretionary bursary is determined by MCEA. In both cases, MCEA is responsible for determining whether a student's application has been successful.

We are dedicated to:

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is available to all.
- Widening access to, and participation in, 16-19 education.
- Ensuring all students who are eligible for funding have access to it.

Eligibility

Students aged 16 or over and under 19 years old on 31st August 2026 will qualify for bursaries for the 2026-2027 academic year. Students aged under 16 will only receive bursaries in exceptional circumstances, e.g. if they are following an accelerated study programme.

Students aged 19 or over are not eligible for the vulnerable bursary, although MCEA may decide the student is eligible for a discretionary bursary if they are continuing on a study programme, they began aged 16 to 18 or have an EHC plan, remain eligible and need the support to continue their participation.

Young offenders may apply for a bursary provided that either they are serving a noncustodial sentence, they have been released early from a custodial sentence (except on temporary license), or they have been remanded to a non-secure institution. Where a student's circumstances change, they can apply more than once. In this case, the student will be reassessed, including a one-to-one interview to determine if there are any exceptional circumstances to consider.

All students will be assessed individually for either bursary. Evidence must be provided to support applications – a full list of supporting evidence is outlined in our 16-19 Bursary Application Form.

The level of actual financial need will be assessed for all students, and a set amount of funding will not be automatically awarded.

Vulnerable bursaries

To be eligible for a vulnerable bursary, students must meet one of the following criteria:

- The student is in care (this includes students classed as an unaccompanied asylum-seeking child).
- The student is a care leaver.
- The student receives Income Support or Universal Credit because they are financially supporting themselves and / or someone who is dependent on them and living with them, such as a child or partner.
- The student receives Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) or Universal Credit in their own right.

Any student who meets these criteria can apply for a vulnerable bursary of up to £1,200 per year if their study programme lasts for 30 weeks or more; students on study programmes of less than 30 weeks will receive a pro-rata amount. Alternatively, we may decide to allocate more than £1,200 if a student needs extra help to remain in education; the extra payment will be paid from MCEA's discretionary bursary allocation or its own funds. There will be no blanket or flat-rate payments without consideration of the student's specific financial needs.

We are responsible for determining whether a student is eligible for a vulnerable bursary. If a student meets the above criteria, but we believe a bursary is not required as they do not have any financial need and do not need further support, we may decide not to distribute a bursary to this student. This may include, for example, where:

- A student attends specialist residential provision that covers their education costs in full.
- A student undertakes a distance learning programme and there are no financial barriers to participation, e.g. no travel or food costs.
- A student is in LA care and education costs are covered in full by the LA.
- A student is financially supported by their partner.

Where such a bursary is refused, MCEA will explain to the student and / or the student's parents / carers or support worker the aim of bursary funding and why it is appropriate not to award any in this instance. In all cases, MCEA will consider the particular circumstances of each case, and may choose to award a reduced amount, e.g.
where the financial help needed is limited. MCEA will make clear in its application form that there is a possibility of no award or a limited award.

Discretionary bursaries

We allocate discretionary bursaries based on those who are most in need of financial support. Discretionary bursaries may be awarded up to the value of £1,200 and will be reviewed each year the student requires support. Where a bursary is over £1,200 due to a clearly identified need for an individual student with costs requiring this level of funding, the rationale will be included as part of the setting's auditable records.

Our eligibility criteria for a discretionary bursary includes the following:

- Students who are completing a high-cost course of over £2,000 in which specialist equipment and clothes are required.
- Students living in a low-income household (outlined below).
- Students who are from a single-parent family or have one or more dependent siblings in their family.
- Students who have additional responsibilities, such as being a young carer or parent.
- Students who travel greater than 5 miles to MCEA.

Discretionary bursaries may be awarded to students from low-income households. The amount awarded will be dependent on the amount of household income, with regards to the following bands:

Band	Minimum	Maximum
Band 1	**£0**	**£16,190**
Bursary: 100% reimbursement of eligible expenses up to an agreed maximum (TBC)*		
Band 2	**£16,191**	**£20,817**
Bursary: 90% reimbursement of eligible expenses up to an agreed maximum (TBC)*		
Band 3	**£20,818**	**£25,520**
Bursary: 80% reimbursement of eligible expenses up to an agreed maximum (TBC)*		

100% / 90% / 80% reimbursement of eligible expenses up to an agreed maximum (TBC)* Each band will determine the percentage level for reimbursement of eligible expenses up to an agreed maximum. Details of what that maximum will be will depend on the amount of funding received from the DfE, the overall number of successful bursary fund applications and their relevant bandings.

Details of the maximum discretionary bursary payable will be included in the letter notifying students of the outcome of their applications.

MCEA will retain a small emergency fund (10%) from its allocation to support students who face exceptional circumstances during the year due to a change in their situation that impacts on their ability to participate in education. Evidence of the student's eligibility, the individual assessment and their actual participation costs must be held for audit purposes as for any other bursary award.

In individual cases of severe hardship, the bursary fund will be used where appropriate to provide food support for a student on the days they attend their programme of study. Food support will be provided where the setting believes the student to be in real need and will not require checks on household income or other evidence-gathering that would usually be required.

Applying for a bursary

Students must read this document carefully to ensure that they fully understand the requirements of the grant and must also ensure that they make their application before the deadline.

Students must make their bursary fund application by **31st October 2026 using the form included as Appendix 2.** However, we do understand that needs may arise throughout the academic year, and we will still consider applications after this date where appropriate. All applications must include the required supporting evidence.

Completed application forms and supporting evidence should be given to the Head of Sixth Form. All supporting information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

Applications will be reviewed after the closing date and a decision made in accordance with the fund guidelines. If an application is successful, we will send an award letter to the student confirming the amount of support, what support will be made in-kind, and the payment conditions. Students will be informed of the outcome by **Monday 16th November 2026.**

Appeals Procedure

Appeals must be made in writing within 4 weeks, explaining clearly what is being appealed. Additional evidence to support the appeal may be requested. Please note, that MCEA is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

Bursary Funding – Administration and Contingency Fund

Out of the funding received from the DfE, 5% will be used centrally to cover administrative costs and a further 10% will be retained as a 'Contingency Fund' for applications that are received after the application deadline. The Contingency Fund will be used to cover things like in-year changes of circumstances and new students who join in-year.

Conditions for receiving the bursary

All students must meet the agreed standards set by us to be eligible for the funds – these are explained to all students during the application process. Students must continue to meet these criteria after receiving the bursary. We may withhold payments where students breach these conditions; however, the student's individual circumstances will always be considered first, and sanctioning will not occur to the extent that a student's ability to attend is undermined.

The conditions are as follows:

- Students must have an attendance of at least **93%** and must not be late on more than 5 occasions per term. (This can be amended with a discretionary decision where attendance is below 93%, with a note of the context as to the waiver, and a conversation with parents / carers that if it doesn't improve over the next term, payment will be prevented).
- Students that are absent due to sickness must present a note from a qualified medical practitioner if their absence is persistent.
- Students must abide by the Behaviour Management Policy.
- Students must be up to date with all classes and homework and have handed in all coursework by the published deadlines.

Payments will be stopped where:

- A student is absent for a period of four consecutive weeks or more excluding holidays.
- A student withdraws themselves from a study programme.
- Money is not being spent for the reasons it was awarded.
- A student breaches any of the conditions for payment.

Receipt of the bursary will not affect the receipt of other means-tested benefits paid to families, e.g. Income Support.

Paying the bursary

Funds will be allocated in-kind rather than in cash where possible, e.g. through travel passes, vouchers or credits for meals, or required books or equipment. All payments will be made by BACS to students on a weekly basis (term time only) on production of valid receipts.

Bursary funds will not be given to students in large lump sums. 10% of funding will be kept back as hardship funding to respond to any emergencies throughout the year – the total percentage held back is discussed with the student.

In instances where payments in-kind are not possible, we will pay funding by BACS transfer to the student's own bank account. In exceptional circumstances where the student is unable to manage their own funds, we will consider who will manage the bursary on the student's behalf.

Using the bursary

Upon receiving a bursary, students will receive help based on their areas of need. An interview will be offered with a financial support adviser to determine the best way to allocate their support.

The following priority areas will be addressed first:

- Travel to and from MCEA, e.g. bus passes and travel cards.
- Equipment costs, e.g. books, stationery, iPads or clothing.
- Meals, e.g. food vouchers.
- Any other educational support, e.g. attendance at university open days and interviews.
- Costs related to industry placements.

Students will be allocated a higher amount of funding at the beginning of their course to address the priority areas. As per appointment requests, the Sixth Form or Student Support Services Team will meet with individual students to help them with budgeting and to ensure that the fund addresses the areas most in need.

We reserve the right to request that, if a student has had books or equipment bought for them through the fund, they return it at the end of their study programme. We may also request that the equipment is kept here on site.

Appeals process

If students disagree with the outcome of their application, or where payment has been withheld due to not meeting the outlined conditions, they should follow our complaints procedure, detailed in our Complaints Policy – this is available on our website.

Further information

More information on the use and allocation of 16-19 bursaries can be found in our 16-19 Bursary Fund Policy, available on the academy website.

Appendix 2: 16 – 19 Bursary Application Form

This form will help us assess whether you are eligible for a 16-19 bursary. Please complete the form accurately to the best of your knowledge and ask a member of staff or parent / carer if you need help with any of the sections.

To be eligible for a 16-19 bursary, you must be aged 16 or over, but under age 19, on 31st August 2026.

If you are over the age of 19, you may still be eligible for a discretionary bursary if you are completing a study programme you began when aged between 16 and 18, or if you have an education, health and care (EHC) plan. If this is the case for you, please ensure you complete section four.

If you are under the age of 16, you may still be eligible for a bursary if you are undertaking an accelerated programme of study.

Section 1: Personal Details	
Name	
Age	
Date of Birth	
Home address	
Home telephone number	
Mobile phone number	
Email address	
Section 2: Parent / Carer details (Please provide details of 1 parent / carer)	
Full name	
Relationship to student	
Home address	
Home telephone number	
Mobile phone number	
Email address	
Section 3: vulnerable bursaries	

This section is for students who may be eligible for a vulnerable bursary of up to £1,200. If any of the below criteria apply, you are eligible to apply for a vulnerable bursary.

Each application is assessed on a case-by-case basis and eligibility does not entitle any student to receive the bursary. If a student is eligible for a vulnerable bursary, but assessment finds that the student does not require it, e.g. there are no financial needs or financial needs are already met via alternative means, the student may not be allocated a bursary, or a reduced amount of funding may be offered.

Please tick as appropriate. If you ticked 'No' to all these questions, please skip the rest of this section and go to section four.

Are you in care	Yes	No

<table>
<tr><td colspan="2">Are you a recent care leaver?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you receiving Income Support or Universal Credit as a result of supporting yourself financially, or supporting someone dependent on you and living with you, such as a child or partner?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA)* or Universal Credit?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you enrolled in a course which has a duration greater than 30 weeks?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="4">*Parents / carers should be aware that if their child successfully applies for ESA, they as parents / carers will be unable to continue to claim Child Benefit.</td></tr>
<tr><td colspan="4">Section 4: discretionary bursaries</td></tr>
<tr><td colspan="4">This section is for students who may be eligible for a discretionary bursary. These will be allocated on different bands (Band 1, Band 2 or Band 3) based on your needs.

We assess applications for discretionary bursaries on a case-by-case basis. If your application is successful, the setting will decide the amount of funding allocated. Household income will be considered alongside the other factors in this section to determine whether a Band 1, Band 2 or Band 3 bursary may be awarded.

Please tick as appropriate for each question.</td></tr>
<tr><td colspan="2">Are you aged 16, 17 or 18?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you aged 19 or over and completing a course you began aged 16-18?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you aged 19 or over and have an EHC plan in place?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you under the age of 16 and following an accelerated study programme?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Do you live with only one parent?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Do you have a dependent sibling?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you a young carer?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you a parent?</td><td>Yes</td><td>No</td></tr>
<tr><td colspan="2">Are you entitled to free school meals?</td><td>Yes</td><td>No</td></tr>
<tr><td>Band 1 discretionary bursary</td><td>Is your total household income less than, or equal to, £16,190?</td><td>Yes</td><td>No</td></tr>
<tr><td>Band 2 discretionary bursary</td><td>Is your total household income more than £16,190 but less than, or equal to, £20,817?</td><td>Yes</td><td>No</td></tr>
<tr><td>Band 3 discretionary bursary</td><td>Is your total household income more than £20,817 but less than, or equal to, £25,521?</td><td>Yes</td><td>No</td></tr>
</table>

Travel Information		
Do you live 5 or more miles away from MCEA?	Yes	No

Section 5: funding needs

Please fill out the table below to outline how much funding you require to cover each cost and, where applicable, the length of time you require the funding for, e.g. six months of transport. The setting will use the information provided in this section alongside the information outlined in sections three and four to determine the outcome of the application.

Item	How much will you need? (£)	How long for? (months)
Transport (per day)		
Books and equipment		
Uniform		
Educational trips		
Other (please specify)		

Section 6: bank details

Please complete the table below with details of your bank account. This should be your own bank account, not the bank account of a parent / carer. Payments can only be made to joint accounts where you are the named account holder. Joint account holders must attach a current account statement to this form as evidence.

Students and parents / carers should note that, should an application be successful, the setting will make in-kind payments wherever possible, e.g. in travel vouchers, books or equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

Name of branch	
Address of branch	
Name of account holder	
Account number	
Sort code	

Section 7: important information

Dates for submitting application

All applications for the bursary should be submitted to the MCEA Head of Sixth Form by **31st October**. This will enable us to assess the overall demand and distribute discretionary awards correctly and fairly.

We understand, however, that some needs may arise throughout the academic year. There will be no cut-off date for any application, in order to ensure students' needs can be met throughout the academic year.

Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year.

Students and parents / carers should note that we will review students' bursaries every year to ensure that they still require the support they receive.

Meeting attendance and behaviour expectations

For an application to be successful, you must meet the agreed standards for attendance and behaviour set by MCEA. You must adhere to the Student Code of Conduct and Behaviour Management Policy and have a minimum attendance rate of **93%** at timetabled lessons to continue to be eligible for a bursary.

Authorised absences will not affect your eligibility for the bursary. Holiday breaks and unauthorised absences are not permitted during school time and will affect your eligibility. Students and parents / carers should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, the setting may withhold further payments of the bursary. The setting will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if there is evidence the student intends to return. Before withholding any payments, the setting will consider the effect that this may have on students' individual circumstances.
Providing false information
Students and parents / carers must be aware that any evidence provided to support this application must be valid. The setting has the right to investigate any false information supplied and will stop further payments, and attempt to recover any past payments, where it is apparent that supplied information is misleading or fraudulent. If significant fraud is identified, the setting will report this to the DfE and may also report it to the police. Significant fraud involves the following: • The amount of money is in excess of £1,200. • The particulars of the fraud are novel, unusual, systematic or complex. • There is likely to be great public interest due to the nature of the fraud or the people involved.
Maintaining confidentiality
Any information given to the setting will only be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) will not be shared with other students, members of staff, or other parties unless necessary for the application. Where we deem it necessary to share this information, we will only do so with your consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive. The setting has a duty to protect public funds it handles. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. You will be informed if your information is being shared, in accordance with the UK GDPR and Data Protection Act 2018. The information will be held in accordance with storage requirements defined by the UK GDPR and will be held for as long as necessary.

Section 8: declaration	
I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the setting immediately to ensure funding is allocated correctly.	
Name (Student)	
Signature	
Date	
Name (Parent / Carer)	
Signature	
Date	

Appendix 3: For Office Use Only

Fill in the table below as applicable and use the eligibility checklist to outline whether sufficient evidence has been received to support the student's application.		
Details		
Date application received		
Application completed by		
Date of bursary review		
Has the student's application been accepted or declined?	Accepted	Declined
Reason for application being accepted or declined		
Is evidence present?	Yes	No
If any, which bursary has been approved?	Type:	Not approved
Eligibility Checklist		
Vulnerable bursaries only		
In care or care leaver		
Written confirmation of current or previous LAC status from relevant LA.		
In receipt of Income Support		
Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE or training.		
In receipt of Universal Credit		
Copies of the Universal Credit Award notice from the last three months – this includes evidence that the student is entitled to the benefit in their own right.		
Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, a Child Benefit receipt, a child's birth certificate or utility bills.		
In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments		
A copy of the Universal Credit or ESA award from the Department for Work and Pensions.		
Evidence of receipt of Disability Living Allowance or Personal Independence Payment.		
Discretionary bursaries only		
Household income and circumstances		
Evidence of household income at either Band 1, Band 2 or Band 3		
Evidence of living in a single-parent family		
Evidence of having a dependent sibling		
Evidence of being a young carer		

Evidence of being a parent	
Evidence of being in receipt of FSM	
Travel information	
Evidence of living 5 or more miles away from the setting	

Education & Skills
Funding Agency

16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

☐ Student meets the age criteria.

☐ Eligible education provision.

☐ Student meets the residency criteria for post-16 provision.

☐ Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

☐ Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.

☐ Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**

☐ Appropriate evidence seen and copies retained to confirm student's eligibility.

☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.

☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

☐ Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.

☐ Evidence of income and overall eligibility obtained, and copies retained.

☐ Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**

☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.

☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.