

For this we stand:
to search for truth;
to live in love;
to grow together.



“Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ”

Ephesians 4

BISHOP WORDSWORTH’S SCHOOL

16-19 BURSARY POLICY

Definitions:

1. *‘Parent(s)’ includes guardian(s) or any person who has parental responsibility for the student or who has care of the student.*
2. *‘Is to’, ‘are to’ and ‘must’ are obligatory. ‘Should’ is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

PURPOSE

1. The 16-19 Bursary Fund made available by the Government provides financial support to help students overcome specific barriers to participation (such as transport, books, specialist clothing, educational visits or other course materials / equipment) so they can remain in education and successfully complete their programme of study. Bishop Wordsworth’s School’s 16-19 Bursary Policy is consistent with the Department for Education (DfE) recommendations.

ELIGIBILITY

2. To be eligible to receive a bursary the student must be aged over 16 and under 19 on 31 August in the academic year in which they start their 6th Form programme of study and must satisfy the residency criteria in DfE funding regulations. To receive or continue to receive a bursary the student must satisfy the following conditions:

- a. The student’s punctuality must be good.
- b. There must be no unauthorised absences from lessons or registrations.
- c. The student must not have broken the terms of any Sixth Form agreements or school rules that apply.

3. Students aged 19 or over are not eligible for the vulnerable student bursary and are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or if they have an Education, Health and Care Plan.

BURSARY TYPES

4. There are two types of 16-19 bursary: Vulnerable and Discretionary.

5. **Vulnerable Bursary.**

a. **Eligibility.** Students in receipt of the vulnerable bursary are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. The defined vulnerable groups are:

- (1) Currently or have previously been looked after by the Local Authority
- (2) In receipt of Income Support, or Universal Credit in place of Income Support in their own right

(3) In receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right.

b. **Amount Payable.** Up to £1200 per year according to the needs assessed by the Remissions Panel, paid in termly instalments at the Panel's discretion.

6. **Discretionary Bursary.**

a. **Eligibility.** To be eligible for the discretionary bursary, the gross annual household income should not exceed £28,000 and students must be able to demonstrate financial barriers to participation and need help to stay in education. Students may only apply for funds for specific educational purposes, for example:

- (1) Costs of transport to attend school.
- (2) Books and equipment.
- (3) Educational trips.
- (4) Relevant online courses.
- (5) Costs of attending university visits and interviews.
- (6) Costs of attending work experience placements.

b. **Amount Payable.** The amounts payable are to be determined by the Remissions Panel according to their assessment of the need. However, it is unlikely to exceed the amount available to those eligible for a Vulnerable Bursary and the total paid of both types is not to exceed the funding provided to the School by the Education and Skills funding Agency for this purpose, the Vulnerable Bursaries taking precedence.

APPLICATION ASSESSMENT & PAYMENT

7. **Claim Assessment.** It is usual for parents and students to apply jointly using the form at the Annex and submit it to the Sixth Form Office, although individual student applications can be made. A Remissions Panel composed of the Head of Sixth Form, the Bursar and the Headmaster, normally out of committee, is to assess each claim and authorise payments up to the permitted maximum starting in the term in which the claim was made. The school reserves the right to recover funds where false or misleading information has been provided.

8. **Method of Payment.** Payments are to be made in arrears normally in October, February and May and normally by BACS transfer to the student's bank account.

9. Applications will continue to be considered until allocated funds have been used.

CHANGES IN LEGISLATION

10. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

11. Further information on 16-19 Bursaries can be found on the DfE website.

MONITORING AND EVALUATION

12. The Governing Body, advised by Leadership Team, will review this Policy biennially. It was first adopted by Governors on 10 August 2011 and the most recent 3 years' review history is below:

22 nd March 2021	Editorial amendments
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8 th March 2022	Changes to remove implication of entitlement to a specific amount
28 th February 2023	Minor changes. Review of policy changed to biennial.
26 th February 2025	Minor changes
6 th May 2026	Minor changes

**ANNEX A
TO 16-19 BURSARY POLICY**

16 – 19 BURSARY APPLICATION	
Student's name:	
I understand that in order to continue to receive the bursary, if granted:	
<ol style="list-style-type: none">1. My punctuality must be good.2. I must have no unauthorised absences from lessons or registrations.3. I must comply with the terms of any Sixth Form agreements or school rules that apply.	
Bank Details:	
Account name Sort Code Account Number	
Signed (Student) Date	
Name of parent/guardian making the application:	
Email address:	
Type of Bursary sought:	Vulnerable/Discretionary
List and attach copies of supporting documentation ¹ :	
I wish to apply for a 16 – 19 Bursary because ² :	
I will inform the School if our household circumstances change.	
Signed (Parent Date	
Notes:	
<ol style="list-style-type: none">1. Please provide sufficiently detailed information and supporting documentation concerning your household's financial circumstances for the application to be considered. Contact the Finance Office for advice if necessary.2. Please give specific reasons which fall within the terms of the School Policy, stating the purpose(s) for which the Bursary will be used. Continue on a separate sheet if necessary.	

Completed forms should be sent with the supporting documentation to the Sixth Form Office.