

# Kingsmead School



## Post 16 Bursary Fund Policy Guidance

Audience: Parents/Staff/Governors: Statutory

Date of Last Review	Sept 2025
Date of Next Review	June 2026

### 1. Background

A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The Department for Education (DfE) established the 16-19 Bursary Fund in 2011. The aim of the Fund is to help 16- to 19-year-olds continue in education, where they might struggle for financial reasons. It enables those students to access additional funds to support: learning; participation in activities to enrich their learning experience; and pursue applications to Higher Education.

**There are two types of 16-19 Bursaries:**

- **Bursary level 1: Vulnerable Bursary For young people in one of the defined vulnerable groups.**
- **Bursary level 2: Discretionary Bursary Awarded by the Trust to meet individual needs i.e. help with the cost of transport, meals, books and equipment.**

### 2. Eligibility Criteria

For students to be eligible for the bursary fund, students must meet the age and residency criteria as listed below:

- Be aged over 16 and under 19 on 31st August 2025 or 19+ with an Education, Health and Care Plan (EHCP) or continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- Be enrolled on a full-time course
- Meet the ESFA's residency criteria as set out in the ESFA Funding Guidance

## Level 1: Vulnerable Bursary

### 3. Vulnerable bursary: The Trust can approve up to £1,200 of bursary funding, depending on needs, to be awarded to students who are in one of the following 'vulnerable group' as defined by the EFSA:

- Looked after by the Local Authority
- Care leavers
- 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, Employment Support Allowance or Personal Independence Payments in their own right

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

- In care/care leaver: 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). Note that the young person needs to have been looked after for a period of at least 13 weeks, which began after the age of 14.
- 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, 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 Disability Living Allowance, Employment Support Allowance or Personal Independence Payments: evidence of receipt of the benefit within the last 3 months

Students will only receive the amount they actually need to participate, and Kingsmead will not automatically award students £1,200, and will instead provide funding based on actual costs.

## Level 2: Discretionary Bursary

### 4. Level 2: Discretionary Bursaries (household income below £35,000)

This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be below £35,000 per annum, to include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit and working tax credit but child benefit may be excluded.

Income Source	Evidence Required
Monthly Earnings	4 weekly/3 monthly current salary slips.
Self Employed Earnings	SA302/Latest Tax Return/Audited Accounts
Universal Credit	All pages of your 3 most recent monthly Universal Credit/IS award statements
Job Seekers Allowance	Latest award letter issued since April 2024*
Incapacity Benefit/Universal Credit	Latest IB award letter issued since April 2024* UC - All pages of your 3 most recent monthly Universal Credit award statements.
Child Tax/Working Tax Credits	<b>All Pages</b> of Tax Credit Award Notice (TC602) *
Guaranteed Pension Credit	Most recent letter issued since April 2024*
Disability Living Allowance/ PIP (Personal Independence Payment)	Latest award letter issued since April 2024*
Other Income	Relevant and up to date supporting evidence

\*Students cannot self-certify their eligibility for the 16-19 Bursary Fund.

### 5. Vulnerable and Discretionary Bursary Payments

The guidance encourages Schools to pay Bursaries in-kind rather than cash as far as possible. For example, by providing bus/train passes to cover transport costs, vouchers for clothing or resources, books and equipment and deducting the value from the total amount awarded to the student. Payments will be made as follows;

#### **Support in-kind:**

In cases where students are unable to pay up-front costs of items, the school will order agreed items on their behalf using the following link; [Claims Form](#)

#### **Payments in advance:**

In cases where students are unable to pay up-front cost of items and support in kind is not feasible, the school can make a payment in advance to them by BACs after the [Claims Form](#) has been completed. **Please note; the item must have been agreed by the school after adding to the claims form.**

The payment in advance is only to be spent on that specific item and the student must provide the receipt after they have made the purchase. Students will be unable to make further claims until receipts for previous ones have been provided.

#### **Reimbursements:**

In cases where students need to pay up-front for the cost of items that they require, the School will reimburse them upon completion of the claim form and provision of receipts using the following link; [Claims Form](#)

**Please note; the item must have been agreed by the school after adding to the claims form before the school will then reimburse with proof of purchase via a receipt**

Please note that reimbursements and support in-kind are the best method of payment and payments in advance **should only be made in exceptional circumstances.**

Kingsmead aims to respond to claims in a timely manner, **taking no longer than a working week to agree to items** that a student is looking to purchase and has provided details for.

#### 6. Making an Application:

Applications are made using the school application form (see policy appendix).

Applications will be open to students who were in receipt of Free School Meals in Year 11 as well as other students who may be facing financial difficulties having an impact on their studies. Students must detail both the difficulty they are facing providing the resource themselves, the resource they would like purchased and the purpose of the resource. **Funds will be allocated based on need and volume of applications.**

#### 7. Qualifying for the Bursary

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

Evidence that the student has seen and agreed to the conditions will be kept for audit, such as an agreement signed by the student and their parent/carer.

#### 8. Students in receipt of bursaries must:

- Have a target attendance of 95%. Students with below 95% attendance are at risk of their bursary payments being withheld. Students with below 90% attendance will receive no bursary payments. (Some allowance may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of, with notes from qualified medical practitioners.)
- Not take holidays outside the timetabled school holidays times
- Abide by the Kingsmead Learning Agreement signed by students, parents/guardians and the sixth Form Team
- Not be late more than 4 times in a calendar month
- Students must have no outstanding school resources left to return
- Be aware that if they are subject to Kingsmead Disciplinary Procedures that they may be liable to repay funds
- Reapply every academic year and inform the Post-16 Admin Team of any changes to financial circumstances

*Where there are concerns regarding a student's attendance or behaviour, a member of the Post-16 Team will discuss the issue with the student and consider individual exceptional circumstances before withholding any payments.*

#### 9. Notification

You will be notified of your allocation by a member of The Sixth Form Team

#### 10. Making an Application

**All students will be able to apply for the bursary via the form below (see appendix).**

Initial applications for the guaranteed bursary must be made before **26<sup>th</sup> September 2025** so that funds can be allocated. This does not prohibit students from applying should they fall into the vulnerable group within the year. School will then complete a funding claim form and submit to the Learner Support Service. Students eligible will then be allocated the bursary 'pro-rata' based on the number of school weeks left.

#### 11. Do I have the right to appeal?

If you are not satisfied with the outcome of your application, you have the right to appeal against the decision. You should submit an appeal in writing to Mrs Addison within 10 working days of receiving the decision, stating fully your reasons. Please note that additional evidence may be required to support your appeal. You will be advised of the outcome of the appeal within 14 working days of the decision. This decision is final and there is no further appeal beyond this point.

## 12. Qualifying Educational Resources

Students may make an application to the bursary fund for resources that will help them stay in education or help them achieve the best possible grade in their subject area. Resources may include the following:

- 6th Form uniform (as per the Kingsmead sixth form dress policy)
- School shoes (we may fund up to £60 for shoes)
- PE trainers for those completing courses involving sporting activities (we may fund up to £70 for PE trainers)
- School bag
- School coat (we may fund up to £100)
- Transport costs to and from your place of education, bus fares, petrol contribution (based on home-school mileage) during term time only.
- School lunches (max £5.00 per day or £25.00 per week) -Kingsmead can add money to your cashless catering account for you.
- Stationery, revision aids, textbooks, curriculum/subject material or equipment.
- Laptop or tablet (we may fund up to £200 for a laptop/tablet used solely by the student).
- IT consumables such as a printer or ink (we may fund up to £80)
- Musical instruments required for a course that you are studying (we may fund up to £200 per instrument)
- School trip and visit related to the subjects you are studying (we may fund up to £200 for trips)
- UCAS application fees
- Transport for university visits and interviews

**The bursary cannot be used to support general living costs and purchases of the following items:**

- No gaming equipment
- No personal care (for example deodorant, body wash, shampoo, makeup, skincare, haircut)
- No jewellery
- No supplements/vitamins
- No utility bills (for example gas or electricity)
- No hair accessories
- No nightwear (for example loungewear, pyjamas or slippers)
- No mobile phones or airpods/earphones/headphones

**This list is by no means exhaustive and any application made by a student to help them remain in education will be considered by their own merit.**

### Bursary Fund Appendix

**The following must be completed and returned to school either by post or given into reception clearly labelled 'FAO Sixth Form – BA'**

### Kingsmead School Sixth Form Bursary Fund Application 2025-26

Name:		Form:	
Address:			
Postcode:			

<b>School:</b>		<b>Date:</b>	
<b>Eligibility for level 2 discretionary bursary</b>			
<b>Evidence household income below £34,000: (please tick)</b>			
<input type="checkbox"/> Monthly Earnings - 4 weekly/3 monthly current salary slips. <input type="checkbox"/> Self Employed Earnings - SA302/Latest Tax Return/Audited Accounts <input type="checkbox"/> Universal Credit - All pages of your 3 most recent monthly Universal Credit/IS award statements <input type="checkbox"/> Job Seekers Allowance - Latest award letter issued since April 2025* <input type="checkbox"/> Incapacity Benefit/Universal Credit - Latest IB award letter issued since April 2025*, UC - All pages of your 3 most recent monthly Universal Credit award statements. <input type="checkbox"/> Child Tax/Working Tax Credits - All Pages of Tax Credit Award Notice (TC602) * <input type="checkbox"/> Guaranteed Pension Credit - Most recent letter issued since April 2025* <input type="checkbox"/> Disability Living Allowance/ PIP (Personal Independence Payment) - Latest award letter issued since April 2025*( <input type="checkbox"/> Other Income - Relevant and up to date supporting evidence <input type="checkbox"/> Previously in receipt of Free School Meals in Years 7 to 10 <input type="checkbox"/> Previously in receipt of Free School Meals in Year 11			
Signed: ..... (Person with parental responsibility)      Date: ...../...../.....  Print Name: .....			
<b>For Office Use</b>			
	<b>Yes/No</b>	<b>Signed</b>	<b>Date</b>
<b>Application received</b>			
<b>Evidence Attached</b>			
<b>Previously Pupil Premium</b>			
<b>Application Approved (Refer to Finance)</b>			
<b>Student informed of decision</b>			
<b>Monies Paid</b>			