



16 – 19 BURSARY FUND POLICY

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Date	June 2024
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Reviewed date	September 2025
Ratified by Governors	October 2025
Next review date	September 2026

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School Vision & Context

At Linwood School our vision is to create a community where everyone achieves and thrives so that all our students succeed through their education years and beyond.

Everyone is valued within a safe and nurturing environment.

All our students have full and equal access to an ambitious curriculum, rich learning experiences and high-quality personalised support.

Linwood School is proud to offer high quality education for children and young people with Special Educational Needs and Disabilities.

This policy will outline what financial support is available from the Department for Education Bursary funds to enable students to fully access their education.

Policy Statement

The Government has set aside funding for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16–19 Bursary Fund.

The 16 – 19 Bursary Fund has two elements:

- Vulnerable Bursary – up to £1,200 a year for young people in one of the defined vulnerable groups: in care; care leavers; young people in receipt of Income Support or Universal Credit because they are financially supporting themselves and anyone dependent on them i.e. a child or partner; young people in receipt of either Disability Living Allowance or Personal Independence Payments and Employment Support Allowance or Universal Credit in their own right.
- Discretionary Bursary – targeted towards those young people whose access to, or completion of, education is inhibited by financial constraints or barriers to participation in education (e.g. the costs of transport or equipment).

This policy governs how those funds are allocated and distributed.

School Commitment

Who is responsible for ensuring appropriate use of this policy?

The Executive Headteacher and Governing Body have overall responsibility for ensuring the 16-19 Bursary Fund is used in accordance with the DfE guidelines.

Who is responsible for carrying out this policy?

The implementation of this policy will be monitored by the Governing Body of Linwood School and remains under constant review by the Finance Manager.

Eligibility

To be eligible to receive a 16–19 Bursary, the young person must be aged over 16 and under 19 at the start of their full-time academic programme (31 August).

Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or the end of the programme of study, whichever is sooner.

Bursaries should not be paid to students aged under 19 who are studying higher education qualifications.

Vulnerable Bursary

Students who meet one of the five criteria below and who have a financial need can apply:

- Children in Care of Local Authority;
- Recently left the Local Authority Care;
- Students receiving Income Support or Universal Credit in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.
- Students receiving Disability Living Allowance (DLA) in pupils name **as well as** either Employment and Support Allowance (ESA) or Universal Credit* also in pupils name
- Pupils receiving Personal Independence Payment (PIP) in pupil's name **as well as** either ESA or Universal Credit* also in pupil's name

Eligible students could receive Bursary support of up to £1,200 per year upon fully completing a Vulnerable Bursary application form and evidencing their financial needs that meet the grant's criteria. The school will not be able to apply for funding to DfE if no financial needs are documented or can meet the grant criteria.

Young people in the defined vulnerable groups who do not need bursaries

There can be cases where a young person is eligible for a vulnerable bursary, but their financial needs are already met or they have no relevant costs.

Examples could be:

- where a student is attending specialist residential provision where all costs are covered
- where a student is taking a distance learning course and there are no costs, such as transport or meals
- where a student is in local authority care and their costs are covered

If a student in these circumstances wants to claim a vulnerable student bursary, we may decide to award a reduced bursary or no bursary at all and this will be reviewed on a case by case basis.

Discretionary Bursary

Eligible students may receive support in the form of:

- Contribution towards cost of Local Authority transport in years 12 and 13 that parents are asked to pay, up to a value of £525.
- Clothing for work experience (e.g. PPE)
- Clothing for job interviews
- Duke of Edinburgh Award expedition costs
- Loan of a Bursary Laptop

Students can apply for the Discretionary Bursary if:

- Parents have a gross annual income below £20,000 (including benefits)
- Student is in receipt of free school meals

The amount of support awarded for the Discretionary Bursary will be dependent on the funding received from the DfE and the number of eligible applications received. Once the funding received by the school is spent, no further support will be available until the next academic year.

All applications submitted by the October half-term deadline will be considered simultaneously to ensure fairness.

Evidence required

For the Vulnerable Bursary this might include:

- A letter from the DWP confirming the types of benefit to which the young person is entitled to in their own right
- Written confirmation from the Local Authority of the young person's current or previous looked after status

For the Discretionary Bursary this should include:

- Evidence of benefits/allowances/grants and/or household income for example:
 - Universal Credit (at least 3 of the most recent monthly award statements)
 - Child Tax Credit Award Notice
 - Working Tax Credit Award Notice
 - Income Support
 - Income based Job Seekers Allowance
 - Employment Support Allowance (Income Related)
 - P60
 - Official tax return

How to Apply

- Students should complete the relevant bursary application form
- Application forms are available from the school website or from reception or attached at the end of this policy
- Students should re-apply each academic year
- Applications for discretionary bursary together with supporting evidence must be returned to reception offices by October half-term each year. Applications received after this date will be considered only if there are sufficient funds left in the bursary pot.
- Applications for vulnerable bursary together with supporting evidence must be returned to reception offices by the end of May of the current academic year but we ask parents/carers to apply as soon as possible at the beginning of the academic year.

Students must provide appropriate evidence to support their application. Reception staff will pre-check that the relevant supporting documentation is included and the form has been correctly completed before passing the application to Finance. If there is no supporting documentation, it is incomplete or the form has not been completed correctly, Reception staff will return the form to the parent/carer. The parent/carer can then re-submit the application once corrected; however, if it is received after the submission deadline, the rules for submitting it after the deadline, as above, will apply.

Parents / carers can ask the Family Support Worker at Linwood School to help with the application process.

Organisation and Appeals

- All applications will be considered and assessed by a senior member of the Finance team based on the criteria outlined above
- The student will be notified of the decision in writing
- All queries should be directed to the Finance Manager or Senior Assistant School Business Manager in the first instance
- Appeals against eligibility for financial support should be put in writing and addressed to the Chair of Governors
- The decision rests with the Governors
- There is no further right of appeal

Awards and Payments

Finance will notify the applicants in writing whether they are successful or not within a maximum of 6 weeks from the application deadline but no later than the 15th of December.

In line with DfE best practice guidelines, financial support will be awarded 'in kind' only. If a student requires equipment or allowed clothing, this will be purchased by Linwood in line with school's procurement process. If the school is to support the costs of LA transport, Linwood will pay the whole, or the proportion, of the invoice for transport upon receiving it from the parent/carer. This is to ensure that the money is spent in line for which it was awarded.

No cash can be given unless the parent/carer has requested in writing to the Finance Manager/Senior Assistant School Business Manager to purchase the goods themselves and this has been agreed by the school. The parent must then submit the original receipt to receive the relevant reimbursement/s.

If a student has been awarded a vulnerable or a discretionary bursary and the funds have not been spent in line for which they were awarded, the bursary will be given to another eligible student in the following academic year or returned to the DfE.

Failure to meet Linwood School's standards of attendance, behaviour, effort and completion of work may result in the loss of the Bursary support.

Reporting

A report of DfE bursary funding and how it has been used will be presented to the Governors in the Autumn term Finance and Resources committee meeting.

Policy review

This policy will be reviewed annually by the Finance Manager and Senior Assistant School Business Manager as part of the annual policy review process.

This policy will be reviewed and submitted to the Governing Body for review annually. This will allow Governors to assess its implementation and effectiveness.

This policy will be actively promoted and implemented throughout the P16 cohort.

Vulnerable Bursary (LAC and post LAC)

The vulnerable bursary is a scheme to help your child with their education and is granted to help young people meet the costs related to participation on their Post 16 course, meet the conditions of the **16-19 Vulnerable Bursary Fund**.

To apply for the vulnerable bursary fund which is currently a maximum of £1,200 per year, the student must **be at least 16 and under 19 on the 31st of August of the current academic year** and at least one of the following must apply:

- They are in or have recently left local authority care (LAC)
- They receive Income Support or Universal Credit because they are financially supporting themselves
- They receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- They receive Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

If your child is in receipt of any of the benefits as listed above and it is in their name only, then we would need a copy for our records of the letter setting out the benefit to which they are entitled, ideally confirming that the terms of the benefit entitlement allow them to participate in further education or training. The form should be returned by the end of Autumn term of the current academic year.

Please complete the form below and return to reception with the necessary supporting documents.

If the application for a vulnerable bursary is successful we will let you know in writing.

Please remember that the 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

More information about the 16-19 vulnerable bursary fund can be found on the government website GOV.UK and Linwood School's 16-19 Bursary Policy published on the school website.

Application for Vulnerable Bursary

Name of Student	
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Criteria 1

Date of Birth (must be between 16 and 18 on the 31 st of August of the current academic year)	
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Criteria 2

Child is (please provide written confirmation from the Local Authority of the young person's current or previous looked after status) **delete the appropriate*

Option 1	In care of Local Authority (Applicant must provide official letter to confirm this)	YES/NO
OR		
Option 2	Recently left care of Local Authority (Applicant must provide official letter to confirm this)	YES/NO

Criteria 3

My child receives (please provide letters referring to the benefit to which the young person is entitled). **delete appropriate*

Option 1	Income Support or Universal credit because they are financially supporting themselves	YES/NO
OR		
Option 2	Disability Living Allowance (DLA) in pupils name as well as either Employment and Support Allowance (ESA) or Universal Credit* also in pupils name	YES/NO
OR		
Option 3	Personal Independence Payment (PIP) in pupil's name as well as either ESA or Universal Credit* also in pupil's name	YES/NO

**Must receive both benefits in their name*

In order to complete the application, the applicant must meet the age criteria as well as one of the options from either criteria 2 or 3.

Please note that meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given if the applicant's financial needs are already met or there are no relevant costs.

If you need help with this form please speak to our Family Support Worker, class teacher or a member of staff in Reception.

Educational financial needs

Please give a description of the possible needs of the applicant and approximate costs (max. up to £1,200). Please remember that bursary fund is intended to help students with the essential costs of participating in their study programme, for example to help with the cost of essential books or equipment or with the cost of travelling to school or college. If equipment such as a laptop is being purchased it should be returned back to school at the end of the program and given to another pupil that qualifies for a bursary and requires a laptop.

Item/need	Details	Cost
Transport costs associated with travel to/from school. Please supply details of transport used (e.g. bus) & distance to school		
Personal Protective Clothing or necessary clothing if required for your course(s) (i.e. overalls, aprons, gloves, boots, sports kit, interview clothes). Please supply details		
Books, materials, resources and equipment for courses. Please supply details		
Laptop (must be returned back to school at the end of the education)		
The cost of educational field trips and visits related to your course(s). Evidence of costs will need to be supplied		

Declaration

I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.

I/we will inform the school of any change in circumstances at any time, which might affect my entitlement to support (e.g. if I leave school or am no longer eligible for funding).

I/we understand that giving false or incomplete information which leads to incorrect or overpayment may result in future support being stopped and funds recovered.

The matter may also be referred to the police with the possibility of facing prosecution-

I/we understand that the student will be asked to return equipment purchased through the Bursary Fund to Reception at the end of their studies in order for them to be re-used for the benefit of future Bursary students.

I/we understand that this information will not be shared with third party organisations, except for audit purposes.

I/we understand and agree to all the conditions and eligibility criteria of the scheme.

I/we understand that if the students leaves their course of study before completion or the standards of their behaviour or/and attendance are not met, any unspent funds will be allocated to another eligible pupil next year.

I/we understand that I/ we need to evidence the educational financial needs of the student in order for the school to be able to apply for the vulnerable bursary on their behalf. School will refuse any claims where there is no proof of the financial need even if the student meets the eligibility criteria.

I understand that the school, in line with DfE guidance, favours benefit in kind payments to ensure that the money is spent for the reasons it was awarded. No cash can be given unless the student or parent/carers claims the reimbursement of mutually agreed costs.

Parent/carers signature..... Date.....

Student signature (if appropriate) Date

This form must be returned with supporting documentation to the campus Reception. Applications should be completed at the beginning of the academic year; however, the absolute deadline is by the end of May of the current academic year.

Discretionary Bursary

Eligible students may receive support in the form of:

- Contribution towards cost of Local Authority transport in year 12 and 13 that parents are asked to pay up to a value of £525
- Clothing for work experience (e.g. PPE)
- Clothing for job interviews
- Duke of Edinburgh's Award expeditions costs
- Loan of a Bursary laptop

Students can apply for the Discretionary Bursary if:

- Their parents have a gross annual income below £20,000 (including benefits)
- The student is in receipt of free school meals

The amount of support awarded for the Discretionary Bursary will be dependent on the funding received from the DfE and the number of eligible applications received.

Once the funding received from the DfE is spent by the school, no further support will be available until the next academic year.

All applications submitted by the October half-term deadline will be considered simultaneously to ensure fairness.

We require the following evidence of income:

Evidence of benefits/allowances/grants and/or household income for example:

- Universal Credit (at least 3 of the most recent monthly award statements)
- Child Tax Credit Award Notice
- Working Tax Credit Award Notice
- Income Support
- Income based Job Seekers Allowance
- Employment Support Allowance (Income Related)
- P60
- Official tax return

In line with DfE best practice guidelines, financial support will be awarded 'in kind only' (no cash). If a student requires equipment or allowed clothing, this will be purchased by Linwood School in line with the school's procurement process. If the school is to support the costs of LA transport, Linwood will pay the whole, or the proportion, of the invoice for transport upon receiving it from the parent/carer. This is to ensure that the money is spent in line for which it was awarded.

Application for Discretionary Bursary

Name of Student	
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Age Criteria

Date of birth (must be between 16 and 18 on the 31 st of August of the current academic year)	
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Income Criteria

Option 1	The student is a Free School Meals recipient	YES/NO
	OR	
Option 2	The household income that the student lives in, is below £20,000 per annum. You must provide all income documentation as listed in the policy	YES/NO

This application must be submitted to Reception by the October half-term.
Applications submitted after the deadline will be considered only if there is any remaining DfE bursary funding available. The applicant will be notified whether their application was successful or not in writing a max. of 6 weeks but no later than 15th of December.

Educational financial needs

Please give a description of the needs that the discretionary bursary can support

Item/need	Details of applicants request	Cost
My child is in Year 12 or 13 and I have been asked to contribute to the Local Authority transport		
Personal Protective Clothing needed for work experience or work interview Please supply details		
Laptop (must be purchased by Linwood and returned back to school at the end of their education). This only applies to students who require a laptop as part of the learning programme at Linwood		
Cost of participation in Duke of Edinburgh expedition (does not include equipment or transport costs)		

Declaration

I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.

I/we will inform the school of any change in circumstances at any time, which might affect my entitlement to support (e.g. if student leaves school or is no longer eligible for funding).

I/we understand that giving false or incomplete information which leads to incorrect or overpayment may result in future support being stopped and funds recovered. The matter may also be referred to the police with the possibility of facing prosecution.

I/we understand that the bursary fund is a limited fund and the amount of support awarded will be dependent on the funding received from the ESFA as well as the number of eligible applications received and will not exceed £525 per annum.

I/we understand that students will be asked to return IT equipment purchased through the Bursary Fund to Reception at the end of their studies in order for them to be re-used for the benefit of future Bursary students.

I/we understand that this information will not be shared with third party organisations, except for audit purposes.

I/we understand and agree to all the conditions and eligibility criteria of the scheme.

I/we understand that if the applicant leaves their course of study before completion or the standards of behaviour or/and attendance are not met, any unspent funds will be allocated to another eligible pupil next year.

I/we understand that the school will refuse any claims where there is missing evidence of eligibility or the needs do not fall into the categories allowed by the 16-19 Bursary policy.

I understand that the school, in line with DfE guidance, favours benefit in kind payments to ensure that the money is spent for the reasons it was awarded. No cash can be given unless the student or parent/carer claims the reimbursement of mutually agreed costs.

Parent/carer signature..... Date.....

Student signature (if appropriate)Date

This form must be returned with the relevant supporting documentation to campus Reception office by the stated deadline (October half-term).