



# BUXTON COMMUNITY SCHOOL

## Bursary Policy and Application Form 2025/26

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<b>Reviewed by</b>	Nick Bondswell School Business Manager
<b>Next review date</b>	September 2026

# 16-19 Bursary Fund Policy

## INTRODUCTION

Buxton Community School is committed to providing outstanding educational opportunities for all students. This policy sets out arrangements for the school will operate the 16-19 Bursary Fund across its academies for the academic year 2025-26. This policy is based on the Education and Skills Funding Agency's (ESFA) [16 to 19 Bursary Fund guide: 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115421/16-to-19-bursary-fund-guide-2024-to-2025.pdf)

## WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary Fund is a scheme set up by the Department for Education (DfE) and funded by the ESFA. The Fund provides financial support to eligible students to help overcome their specific financial barriers to participation so they can remain in education and training.

## 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

## WHO IS ELIGIBLE TO APPLY?

There are two types of bursary: a discretionary bursary and a vulnerable bursary.

To be eligible for the **discretionary bursary**, a student must:

- Be enrolled at Buxton Community School starting in September 2025.
- Have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status.
- Have been 'ordinary resident' in the UK, EU or EEA continuously for the last three years with 'settled status' which means having indefinite leave to remain.
- Be aged 16 or over but under 19 at 31 August 2025 in the enrolling academic year **or**
- Be aged 19 or over with an Education Health and Care Plan (EHCP) **or**
- Be aged 19 or over and continuing on a study programme which began when aged 16-18.

In assessing any application for a discretionary bursary, we will consider

- Living in a household where total annual income is under £25,000
- Distance to travel between the student's home and the institution, or a location for a placement
- The number of dependent children in the student's household
- The requirements of their study programme Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria

To be eligible for the **vulnerable bursary**, students must meet the age, enrolment and residency criteria above and fall into one of the following categories:

- Young people who are looked after (in care)
- Young people leaving care
- Young people in receipt of Income Support or Universal Credit in place of Income Support, in their own name
- Young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Students aged 19 or over are not eligible for the vulnerable bursary.

Students on apprenticeship programmes or other waged training are not eligible for bursary funding.

## **Residency**

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

## **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.

The School will provide in-kind support (e.g. books, equipment, 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, the School 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.

## **HOW IS THE 16-19 BURSARY FUND ALLOCATED?**

### **Discretionary Bursary**

Discretionary Bursaries are awards made to students by the School to help young people overcome the individual financial barriers to participating in education, for example help with:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days
- Other circumstances that prevent participation

Funding for the Discretionary Bursary is received directly by the School from the ESFA. The allocation process for these funds is as follows:

- Students that apply will be assessed individually against the criteria and will be awarded a bursary fund based on their actual financial need
- Any unspent discretionary funding from the previous academic year will be prioritised for students based on their actual financial need in the current academic year
- Some funding will be held back for a contingency for students whose personal circumstances may change
- 5% of the discretionary fund will be held back to cover administrative costs

## **Vulnerable Bursary**

The Vulnerable Bursary Fund is designed to help support young people who face the greatest financial barriers to participate in education or training.

The School has to apply for the Vulnerable Bursary via a Funding Claim form to the Student Bursary Support Service ([SBSS](#)) once eligible young people are identified. The Student Bursary Support Service, part of the ESFA, will then issue funds directly to the School.

Applications must be supported by appropriate evidence. Examples of acceptable evidence we may request include:

A copy of the UC or IS award notice, in the student's name.

Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills.

Written confirmation of the student's current or previous looked-after status from the relevant local authority.

A copy of the UC claim from Department of Work and Pensions.

Eligible students can apply for a vulnerable bursary of **up to** £1,200.

## **HOW TO APPLY**

The Application Form for the 16-19 Bursary Fund Policy must be completed. Applicants should complete this form and bring it to the finance office.

**Evidence of eligibility is required and must be included with the completed application form.**

Funding is not guaranteed by the acceptance of an application form. The School will notify students in writing of the outcome of their application.

## **Conditions for receipt of student bursaries**

Receipt of both vulnerable student bursaries and discretionary bursaries is conditional on the student meeting attendance standards as defined by the School.

## **Assessment and approval of applications**

Each application with supporting documentation will be assessed in strictest confidence using the checklist at Appendix A and approval form at Appendix B.

Discretionary fund payments will be subject to review and approval by the Head of Sixth Form and Head of School Business and Resources.

## **High value equipment**

We may be able to help with the cost of high value equipment such as laptops, cameras and tablets where students require them to successfully complete their course. This will be dependent on the budget available. The equipment will remain the property of Buxton Community School and should be returned once the course has been completed so it can be used by another student. To ensure this happens, all equipment will be kept at the School unless specifically agreed otherwise.

See Appendix C: School Equipment for Student Use.

In special circumstances and at the discretion of the Headteacher some students may be allowed to retain their equipment at the end of the course, where a particular need has been identified.

## **PAYMENT**

Please note that the School can choose to pay bursary awards 'in kind' e.g. by purchasing equipment required or may make payments directly into the student's bank account by BACS. The level of support which the School can offer under the Discretionary Bursary is dependent on the funding received from the ESFA and the number of applications received.

*Please note: Students will need to have a current bank account. If the payment is to be made payable to someone other than the student, proof of Power of Attorney must be provided.*

## **RECORDING AND REPORTING**

Secure records will be kept by Finance Department of all bursary awards, receipts and payments for a period of six years.

An annual report on the number of bursary awards made and the total value will be produced.

## **APPLICATIONS**

Applications should ideally be submitted by Monday 30<sup>th</sup> September 2024 to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

## **APPEALS**

If a young person or their parent/carer are not satisfied with the outcome of their application, they should appeal in writing to the Headteacher within 10 working days, stating the reasons why. The Headteacher will review the application within 15 working days of receiving the appeal.

The decision of the Headteacher is final and will be given in writing within 10 working days of their decision.

## APPENDIX A: ASSESSMENT CHECKLIST 2024/25

### FOR SCHOOL USE ONLY

#### 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. <b>No student should automatically receive £1,200.</b>
	Appropriate evidence seen and copies retained to confirm student's eligibility.
	Support awarded in kind (for example, books or equipment purchased on student's behalf) or BACs payment made. Receipts should be retained.
	Award letter issued to student confirming the amount of financial support, what support will be made in-kind and payment conditions.

#### Discretionary bursary

	Evidence to confirm the student meets the 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. <b>Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.</b>
	Support awarded in kind (for example, books or equipment purchased on student's behalf). Receipts should be retained.
	Award letter issued to student confirming the amount of financial support, what support will be made in-kind and payment conditions.

**APPENDIX B: APPROVAL FORM 2024/2025**

**FOR SCHOOL USE ONLY**

**Eligibility – please tick appropriate box (✓)**

<b>Vulnerable Bursary</b>		Young people who receive income support/universal credit.  Care leavers or young people who are looked after children.  Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP.
<b>Discretionary Bursary</b>		Young people facing financial barriers to participation in education.

<b>16-19 Discretionary Bursary Fund Assistance Requested</b>	<b>Assistance Granted ✓</b>
Transport	
Books	
Equipment	
Field trips and other course-related costs	
The costs of attending university interviews and open days	
Any other assistance or exceptional circumstance	

**SIGNED:**

**DATE:**

**NAME:**

**POSITION:**

***To be signed by a member of the School Senior Leadership Team***

**APPENDIX C: SCHOOL EQUIPMENT FOR STUDENT USE  
FOR SCHOOL USE ONLY**

Student Name:

Equipment Provided:

Make:

Serial number:

Asset Tag Number:

**Conditions of school equipment being provided for student use**

All equipment supplied to the pupil/student remains the property of the school. Equipment must be returned to the school on request.

The equipment supplied is for the purpose of supporting the named student with their school work only. The equipment must not be passed onto a third party.

If there is any damage to the equipment the school must be notified immediately.

By signing this form

- I agree I have received the equipment listed above
- I agree to the above conditions of the school equipment being provided
- I agree to abide by the school's acceptable use of IT policy

Signed:

Print name:

Date equipment issued:

Signed by school representative:

Date equipment returned to school: