



# Lyng Hall School

## 16-19 Bursary Policy

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## **1. BACKGROUND**

A key priority for the Government is to close the gap in attainment between those from disadvantaged and non-disadvantaged background, and to ensure that every young person can fully participate in 16-19 education setting. The Government has set aside some money 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 bursary allows students access to additional funds to support with: learning, participation in educational activities, transport, equipment and more.

There are two types of 16-19 Bursaries:

- Vulnerable Bursary For young people in one of the defined ESFA vulnerable groups
- Discretionary Bursary Awarded by Lyng Hall Sixth Form to meet individual needs.

## **2. GUIDANCE**

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the 16 to 19 bursary fund for the 2026 to 2027 academic year.

### **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 or 17 who was previously looked after for a period of at least 13 weeks consecutively (or periods amounting to at least 13 weeks), which began after the age of 14 and ended after the age of 16 (they can have entered care at any age, but they must have spent at least 13 weeks in care after their 14th birthday before leaving after the age of 16), or
  - A young person aged 18 or above who was looked after prior to turning 18 for a period of at least 13 weeks consecutively (or periods amounting to at least 13 weeks), which began after the age of 14 and ended after the age of 16

### **4. ROLES AND RESPONSIBILITIES**

#### **The Governing board**

The governing board has overall responsibility for:

- Approving this 16 to 19 bursary fund policy
- Monitoring the implementation of this policy
- Ensuring compliance with relevant requirements

#### **The Headteacher**

The headteacher is responsible for:

- Making sure that staff are familiar with this 16 to 19 bursary fund policy
- Making sure the policy is being applied consistently
- Setting eligibility criteria for bursary funding and making sure these comply with the Equality Act 2010
- Promoting awareness of the 16 to 19 bursary fund to prospective applicants and their parents/carers

#### **Bursary Panel**

The bursary panel is responsible for reviewing applications and supporting evidence in accordance with this policy.

The panel consists of:

- Gemma Glancy (Head of Sixth Form)
- Liam Baldwin (College Coordinator)
- Alex Burnard (Operations Manager)

### **Finance officer**

The finance officer is responsible for ensuring that the bursary funding is accounted for accurately.

### **Staff**

Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently.

### **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
- Any change in circumstances that might affect eligibility for bursary funding

### **Students**

Students are responsible for meeting the conditions attached to the receipt of any support from the bursary funding.

## **5. HOW WE USE THE BURSARY FUND**

Financial support is available to eligible students from the 16 to 19 bursary fund. The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

We use the fund to provide students with support to fund items the student would otherwise need to buy to participate:

- Transport
- Books
- Equipment
- Field trips that are essential to the course and other course-related costs
- The costs of attending university interviews and open days
- Specialist clothing
- Emergency meal and travel support

We will provide support for students from the bursary fund by making payments in kind where possible.

The bursary fund is not for non-education related costs. For example, it will not be provided for:

- General living costs
- Non-essential extra-curricular activities
- Any learning support and pastoral services that we provide

The bursary fund may be used to provide exceptional further help with childcare costs if the costs exceed the Care to Learn scheme's weekly maximum rates. Childcare provision must meet Care to Learn scheme eligibility rules, and evidence will be required that the maximum amount is already paid through that scheme and a top up is required. Any top up will be made in line with Care to Learn funding rules and go directly to the childcare provider, not the student.

## **6. 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. This means there is no guarantee of funding.

- No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have
- Funding provided to each eligible student is based on their actual participation needs (supported by evidence) and not a flat or fixed-rate payment that does not reflect the actual costs they face
- Students with no participation costs will not receive funding

### **Age**

To be eligible for either bursary in the 2026 to 2027 academic year, students must be at least 16 years old but under 19 years old on 31 August 2026.

Students aged 19 or over are eligible only for a discretionary bursary (see section 8 below) if they:

- Are continuing on a study programme or course that they began when they were aged 16 to 18 years old (19+ continuers), or
- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on an eligible 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

Students aged under 19 enrolled on higher education qualifications are not eligible for support from the 16 to 19 bursary fund.

### **Eligible education provision**

Students' provision must be subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into 1 of these groups:

- Funded directly by the DfE, or by the DfE via a local authority
- Otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the DfE's [list of qualifications approved for funding](#)
- Non-employed students aged 16 to 19 who are participating in a King's Trust Team Programme

Students are not eligible if:

- They are on an apprenticeship programme
- They are participating in any waged training

Students who are studying via distance learning are not likely to require financial help from the bursary fund. If they do require financial help, we will provide support in kind, such as a travel pass to attend exams. Details of this shall be decided on a case-by-case basis.

## **Residency**

Students must meet the residency criteria in the DfE funding rules for 16 to 19 provision.

## **Asylum seekers**

Accompanied asylum seeking children (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-seeking young people who have not had asylum refused.

Unaccompanied asylum-seeking children are:

- The responsibility of the local authority
- To be treated as 'looked after' children
- 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.

## **7. BURSARIES FOR YOUNG PEOPLE IN DEFINED VULNERABLE GROUPS**

Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined in section 6 above can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care
  - Note: those who are privately fostered are not classed as looked after and are not eligible for the bursary for vulnerable groups
- Care leavers
  - Note: where a young person has left the care of the local authority via achieving permanence through an order, such as a Special Guardianship Order, they are a care leaver. They must meet the definition of a 'care leaver' in full (see section 3 of this policy) to be eligible for help from the bursary for vulnerable groups
- Receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner

➤ Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

- Note: students must be in receipt of DLA or PIP and ESA or UC to be eligible. Receipt of DLA or PIP alone does not meet the criteria

UC is replacing some benefits for new claimants, including IS and income-related ESA, so current and future young people aged 16 to 18 will not be in receipt of 'legacy' benefits. However, students aged 19 to 25 and funded from the 16 to 19 budget (such as students with an EHC plan) may still receive 'legacy' benefits.

Students will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary.

Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs). Should we refuse the application on this basis, we will discuss this with the student and their support worker/parent/carer where applicable.

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, to provide more than £1,200 per year for a student who meets the criteria for a bursary for vulnerable groups if it is necessary, in all the circumstances, for the student to remain in education. Any such additional payment will be paid either from the school's discretionary bursary allocation or the school's own funds.

If a student's study programme lasts for less than 30 weeks, this will be considered in the assessment for the bursary amount provided as they may not need as much financial support as those on longer programmes. We will also consider the number of hours involved in a student's study programme when deciding the correct bursary amount to ensure it is appropriate.

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

## **8. DISCRETIONARY BURSARIES**

### **Criteria and assessment**

In addition to the criteria outlined in sections above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

The criteria for applying for the discretionary bursary may change annually, but currently requires that students fall into one of the following criteria:

- i. Eligible for free school meals – this information is passed to the school on a weekly basis. Students will be informed if they become eligible. A contract must be signed. Appropriate funding will be awarded.
- ii. Students were eligible for free school meals when they were in Year 11 and can provide evidence of this eligibility. A contract must be signed. Appropriate funding will be awarded.

- iii. Students who have a low household income but are not eligible for FSM (these students will be provided with support towards their studies on a case-by-case basis). A contract must be signed. Appropriate funding will be awarded.

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

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

- Level of household income
- 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.

## **9.APPLICATION AND PAYMENT PROCESS**

### **Applications**

Applications should be submitted by completing the Bursary Fund Application Form and handed to Liam Baldwin.

Applications should ideally be submitted by October 31<sup>st</sup> 2026 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.

Any enquiries about the application process should be directed to Liam Baldwin

[lbaldwin@lynghallschool.co.uk](mailto:lbaldwin@lynghallschool.co.uk)

### **Evidence**

All applications for 16 to 19 bursaries must be supported by appropriate evidence, which we will verify.

Examples of acceptable evidence we may request are:

- A copy of the UC or IS award notice from the Department of Work and Pensions (DWP) and/or evidence of receipt of DLA or PIP, 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

## **Payment process**

### **Discretionary Bursary**

All students qualifying for the discretionary bursary are deemed to have individual financial barriers to learning. To combat this, a basic curriculum materials/resource pack will be given to every qualifying student which will provide them with everything they need to succeed in their chosen courses.

Any additional requests for bursary funding will be assessed on a case by case basis by the Sixth Form Bursary Team. The Sixth Form Bursary team will process all funding requests internally and payments will be made "in-kind" rather than paying students directly. This is to ensure the correct use of the 16-19 bursary.

Students should make requests for additional funding in writing to the Sixth Form Bursary Team.

An example list of items that students may receive bursary support for can be found below:

- Public transport to and from school
- Formal wear for Sixth Form
- Trips and educational visits
- University visits/interviews
- Additional curriculum materials
- Other equipment to support learning
- Other relevant items

### **Vulnerable Bursary**

The frequency and amounts of payments will be agreed between the student and the Sixth Form Bursary Team and will be made at regular intervals directly to the student's own bank account via BACS.

## **Conditions for the receipt of bursary payments**

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Have a target attendance of 95%. Authorised absences, such as illness, will be taken into account when reviewing attendance.
- Demonstrate good behaviour and adhere to Lyng Hall School values
- Engage with teaching staff and complete work in time for agreed deadlines.

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

If students have received in-kind support such as equipment or travel cards, they will be asked to return these if they fail to meet the conditions.

We will stop payments where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

If we find evidence that a student or parent/carer has knowingly submitted misleading or fraudulent information, resulting in the student receiving a bursary they were not entitled to, we will attempt to recover the overpayment from the student. Any instances of significant fraud will be reported to the DfE.

## **10. CHANGE IN CIRCUMSTANCES**

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

## **11. RECORD KEEPING AND AUDIT**

The school will maintain comprehensive and accurate records relating to the 16 to 19 bursary fund. These records will be kept securely and be readily available for audit purposes. Records will include, but are not limited to:

- Copies of application forms and supporting evidence
- Proof that students meet eligibility criteria
- Records of 'zero bursary' students
- Details of assessment decisions and rationale for awards
- Records of all payments made to students, including dates, value and purpose
- Copies of documents signed by students to give formal agreement to the conditions of payment
- Evidence of student attendance and progress monitoring
- Records relating to emergency meal and travel support (including the number of students supported, the value and reason for support, and signed confirmations from students)

Records will be retained for 6 academic years after the end of the academic year in which the student completed their programme.

## **12. UNSPENT FUNDS**

Funding for bursary funding cannot be carried forward by the school for more than 1 year. Unspent funding must be reported to the DfE by the school using the [customer help centre](#), specifying the amount of funding and the year(s) it relates to, no later than 31 March each year. The DfE will recover all unspent funds.

## **13. MONITORING ARRANGEMENTS**

This policy will be reviewed on an annual basis, taking into account current bursary funding levels, the effectiveness of the policy, the opinions of Lyng Hall School Sixth Form, the needs of the cohort, and statutory guidance from DfE and the ESFA

#### **14. COMPLAINTS OR APPEALS**

Parents/students may appeal against a decision not to award a bursary within 30 days of receiving notification. Appeals must be made in writing and addressed to the Head of Sixth Form who will reassess applications on a case by case basis.

Parents/students may appeal once again to Governors within 14 days of the reconsidered application if they feel the decision has not been clearly justified by the Head of Sixth Form.

Parents/students cannot appeal against the level of discretionary bursary awarded as this is determined by the size of the bursary pot and the number, nature and timing of applications.