



ERASMUS DARWIN ACADEMY

Policy Title:	Sixth Form (16-19) Bursary Fund
Policy Reference:	S5
Version:	2.0
Member of Staff Responsible:	Assistant Headteacher (Sixth Form)
Status:	Statutory
Date adopted by Governing Body	September 2026
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Date reviewed:	September 2026 September 2025 14 th September 2023 17 th June 2022 – Page 2 date changed 22 March 2012 March 2013 (completed Jul 13 and Jul 14) July 2015 23 June 2016 16 May 2017 (No changes) 15 May 2018 (No changes) 11 December 2019 13 July 2020 July 2022

Change Record

Version:	Date	Description
1.1	03/10/12 (Community Comm)	Delete reference to YPLA – add in EFA
1.2	03/07/12 (Full Gov)	Amendment to Category A – inclusion of documentary evidence requirements
1.3	03/07/14 (Full Gov)	Amendment to title of 'Head of Sixth Form' to 'Assistant Principal: Sixth Form'. Removal of 2012-13 from heading
1.4	23/06/16	Changes to Category A, B, C
1.5	11/12/19	Changes to Category A, Administration

1.6	13/07/2020	Changes to all sections
1.7	July 2022	A change made to the date to relate to the chronological age of the students. The date now states 2022 instead of 2020.
1.8	14/09/2023	Change to date under 'Who is eligible to apply for 16-19 bursary funding?'
1.9	September 2025	This policy has received a re-write as a result of new guidance that has been released for the 2025-26 academic year. The bullet points below outline the main differences between the previous policy and the new one • Schools maintain the right to set their own criteria for Category A and B bursary. • Students eligible for the bursary for vulnerable groups are not automatically granted the full amount of £1200. It must be assessed on a needs basis. • Bursary can only be used for items that are required for educational purposes and would disadvantage the student, compared to others, should they not have the resource to complete their programme of study. • Bursary payments cannot be made as a specified amount paid on a regular basis. E.g. Monthly payments. • Bursary payments must be made upon a needs basis, as and when this is required. • Records of purchases and receipts need to be provided for payments to be provided. • Payment can be made 'in kind'. For example, providing a voucher so a student can purchase the resource needed.
2.0	September 2026	Change of wording under the Eligibility Criteria.

“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.

16-19 Bursary Fund Policy

16-19 Bursary Fund Policy

The Bursary Fund is designed to help support 16–19-year-olds in full-time education with the costs of continuing education such as travel, books, educational visits and equipment.

The fund is made available by the Education and Skills Funding Agency (ESFA) which is an executive agency sponsored by the Department for Education.

The aim of the fund is to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Eligibility

To qualify students must be between the ages of 16-19 for the full duration of their sixth form studies. They must also meet the criteria set out below with differential sums available subject to category.

Category A

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Students will be able to apply for a full bursary of £1,200

Category B

Students who have a gross annual household income of below £20,817.

This is the same eligibility criteria for free school meals; ie - parents in receipt of income support, job seekers allowance, child tax credit. Working tax credit does not apply.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Category C

Students who have a gross annual household income of less than £25,521.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Proof of income will be required. Applications will be accepted any time during the academic year but may be paid pro rata to the start date.

Bursary Usage

The Bursary payment can be used for the following purchases:

Focus	Category A	Category B	Category C	Paid By
Travel	All travel for students living 3 miles from school (and not in receipt of free LEA school transport)	A maximum of £2 per day	A maximum of £5 per week	Half-Termly BACS Payment Receipts required
Resources	Full support for compulsory, specialist equipment, uniform or books	75% of cost up to a maximum award of £300	50% of cost up to a maximum award of £200	Payment in kind
Compulsory Educational Visits	Full payment	75% of cost up to a maximum award of £200	50% of cost up to a maximum of £150	Payment payable to School

Administration

Payment for the full Bursary (Category A) will be made by BACS into the student's bank account in three Instalments; ie - November, January and April.

Payment for Category B and C will be discussed and arranged on an individual basis.

'Payment in kind' may be considered appropriate, e.g. for books, course materials and travel passes.

Books and equipment will remain the property of the school.

50% of the fund will be available for distribution in the autumn term and 25% in each subsequent term.

5% of the Bursary Fund will be retained to assist with administration costs.

The school will not spend over and above the amount of the allocated bursary fund.

Applications should be made to the Assistant Headteacher (Sixth Form).

Applicants should note that a bursary can be withheld or withdrawn if attendance and behaviour does not meet the expectations set out in the Sixth Form Handbook.

Monitoring & Evaluation

The Assistant Headteacher (Sixth Form) will be responsible for ensuring students meet targets and objectives with failure to do so resulting in the funding being withdrawn.

The Assistant Headteacher (Sixth Form) will be responsible for maintaining records in accordance with the requirements of the ESFA.

The Assistant Headteacher (Sixth Form) will be responsible for reporting to the ESFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Assistant Headteacher (Sixth Form) and local governing body.

Appeals Procedure

Applicants should be aware that funding available for category B and C is limited. The school will consider all applications received but reserve the right to award funding if it sees appropriate.

In the first instance queries and concerns should be addressed to the Assistant Headteacher (Sixth Form).

The Governors Appeals Committee will receive and determine upon any appeals where funding is refused.

Appeals should be addressed to the Clerk of the Governors at the school.