



**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success

16 – 19 BURSARY FUND POLICY

Approved by PHGS Local Governing Committee: September 2025
Date for next Approval: September 2026

16-19 Bursary Fund

Prince Henry's Grammar School will administer the Bursary Fund awarded within the Department for Education's (DfE's) 16 – 19 Bursary Fund Guidelines with the following clarifications:

Eligibility and Awards Criteria

To be eligible to receive a 16 – 19 Bursary in the 2025/26 academic year, the student must be aged 16 or over but under 19 on 31st August 2025 (unless meeting the specific criteria set out by the DfE), and must meet the residency criteria in DfE funding regulations for post-16 provision.

Two types of bursary will be available to support young people who commence their study programme in 2025/26.

Vulnerable Bursary:

A bursary of up to £1,200 per annum (pro rata for short courses) is available for students who meet the following criteria:

- in care
- care leavers
- 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 (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Discretionary Bursary:

This may be awarded on an identified needs basis and at the discretion of Prince Henry's Grammar School to cover transport, meals, and any other pre-approved items of essential expenditure associated with being in learning to students who meet the following criteria:

- Aged 16 or over but under 19 on 31st August 2025 (or over 19 and meeting the specific criteria set out by the DfE) AND
- Currently in receipt of free school meals OR
- Evidence of household income below £30,000. As each application is individually assessed, there may be some flexibility, eg consideration may be given to the number of dependants in a household.

Evidence of Eligibility

Vulnerable Bursary:

- A letter setting out the benefits to which the young person is entitled
- Written confirmation of current/previous "Looked After" status from the relevant Local Authority
- Leaving Care Review document

Discretionary Bursary:

Evidence of any income/benefits declared on the Bursary Application form will be required (photocopies accepted). Examples of types of acceptable evidence are listed on the form.

A financial assessment will only be required at the point of initial application, existing bursary students will be asked to confirm at the beginning of a new academic new year that their household circumstances have not changed, using the Confirmation Form for Returning Bursary Students. Notwithstanding this, learners must inform school at once of any change in status otherwise money may have to be paid back to the school.

NB: Passing the eligibility threshold does not guarantee funding. The funding available and the nature of the funding request will all be deemed relevant differentiating factors.

Discretionary Bursary Awards Criteria:

Awards will be made at the discretion of the governors according to the following criteria:

1. Level of family income.
2. Nature of the application – priority will always be given to essential curricular requests.
3. The finances available within the fund.
4. Exceptional unforeseen circumstances which would affect the learner's ability to participate in their programme of study

In order to expedite decisions in relation to unforeseen circumstances leading to hardship, the governors have delegated this discretion to the Headteacher and the Assistant Headteacher – Post 16 Learning. Details of any hardship payments made from the bursary will be reported to the Local Governing Committee.

To receive an award, the completed Bursary Fund Application Form and relevant evidence, including tickets/receipts if appropriate must be handed to the Finance Office within 4 weeks of the beginning of the Autumn term, except in emergencies or due to other unforeseen circumstances. Late arrivals/applicants will receive a proportion of the bursary in line with the remaining time of the course. If the Application Form and evidence is presented later than 4 weeks after the beginning of term, payments can only be back-dated up to 4 weeks.

If the bursary application is successful, reimbursent of the following expenses will be considered:

- Essential items for example books, curriculum related educational visits, equipment or specialist clothing will be considered for reimbursement. Any such expenditure will need pre-approval from the Assistant Headteacher – Post 16 Learning.
- Financial support towards the cost of meals during the school day (no receipts required)
- Reimbursement of 100% travel costs upon submission of evidence. Eg monthly/weekly travel pass
 - Contributions to travel costs to and from school will not be considered where the travel cost is covered by the Leeds Transport Policy
 - Travel claims must be submitted within 1 month of purchase or they cannot be processed unless there are exceptional circumstances
 - Where a monthly or weekly travel pass is valid across term time and school holidays, reimbursement will be pro-rated downwards to cover term time travel only.

Most purchases made under the Bursary, wherever practicable, remain the property of the school and should be returned to school for future use. Emergency payments should be repaid once alternative support is in place.

In all relevant cases, original receipts must be provided prior to receipt of payment, unless otherwise agreed with the Finance Office.

If there is insufficient funding to meet all requests for bursaries, all awards will be scaled down in proportion e.g. if only 70% of the total money requested can be met, all awards will be scaled down to 70% of the individual amount requested. Payments may not be approved if a student is failing to attend regularly or failing to meet the academic demands/deadlines of their course. Typical criteria might be attitude to study being graded "Expected" or better, and attendance recorded at or above 95%, although exceptional circumstances relating to attendance will be taken into account.

Applications

To apply for a bursary learners must:

- complete a 16 – 19 Bursary Fund application form. Completed applications should be addressed for the attention of the Finance Office.
- Provide documentary evidence of income (photocopies accepted).

Please note

- Incomplete applications will not be processed.
- In most cases applications will be processed within two weeks and applicants will be informed in writing of the decision.
- Payments will be made bank transfer into the student's own bank account other than in exceptional circumstances.
- Secure records will be kept of all awards, receipts and payments for audit purposes.

Appeals

A three stage appeals process exists:

- **Stage 1:** Appeals must be made to the the Assistant Headteacher – Post 16 Learning. This will ordinarily simply provide clarification of the Award and eradicate factual errors.
- **Stage 2:** Written appeal to the Head
- **Stage 3:** Written appeal to the Local Governing Committee at which both the applicant and the school have the right to be represented.

At no point in the process will the circumstances of other Bursary awards be discussed for reasons of confidentiality.

Appeals must be made within two weeks of notification of the award decision. If the matter is unresolved, the Appeal Stage 3 will be heard, if necessary, at the next Local Governing Committee meeting where both the school and the applicant involved may be present.

If a Governors' appeal is made, any payment due will occur within two weeks of the decision.

Payment Protocols

- Meals: half termly in advance
- Transport: reimbursed upon submission of the appropriate ticket or receipt, subject to attendance
- Any other items of essential expenditure, pre-authorised by the Assistant Headteacher – Post 16 Learning: receipts required

We recognise that it is not always financially possible for Bursary students to incur expenditure and provide a receipt before receiving any funding and in those instances, students should speak with the Finance Office.