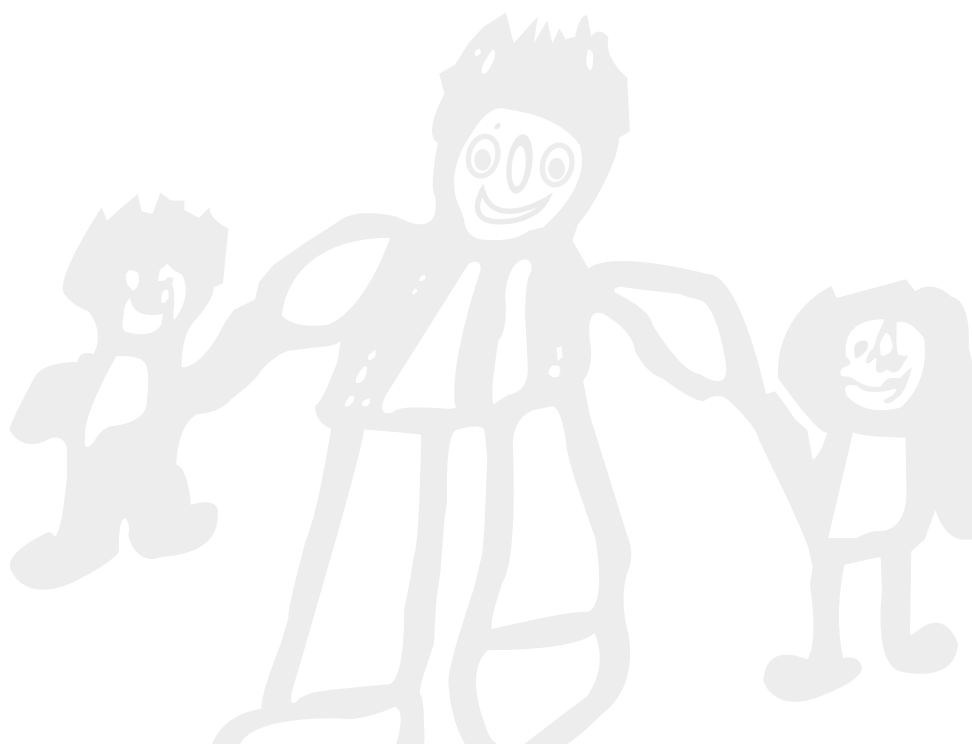


16 - 19 Bursary Fund Policy

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Introduction

Our school curriculum is designed to reflect how our pupils change as they become young adults, and make the significant step from a Pre-16 to a Post-16 model of education. There is a shift in emphasis from a concept led model to a context based model of learning in which students learn to apply their skills, knowledge and conceptual understanding within a wide range of everyday and functional situations. We feel this approach best prepares students to achieve their highest degree of personal independence and enables them to become active and valued participants in their local communities.

The curriculum is designed to support developing independence and preparation for adulthood by experiencing real life scenarios and interacting with a broader range of people. To this end at least one third of the weekly timetable is spent offsite with learning being embedded and applied in context. This includes accessing products and services which are locally available, organising personal finance and banking, learning to meet personal care needs, catering for ones own dietary requirements and navigating travel, whether that be on foot or using public transport.

Aims

The aim of this policy is to:

- have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- make clear to parents/carers and students the type of support that is available and the means of applying for it
- make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2025 to 2026 academic year](#)

Role and Responsibilities

The governing body

The governing board has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

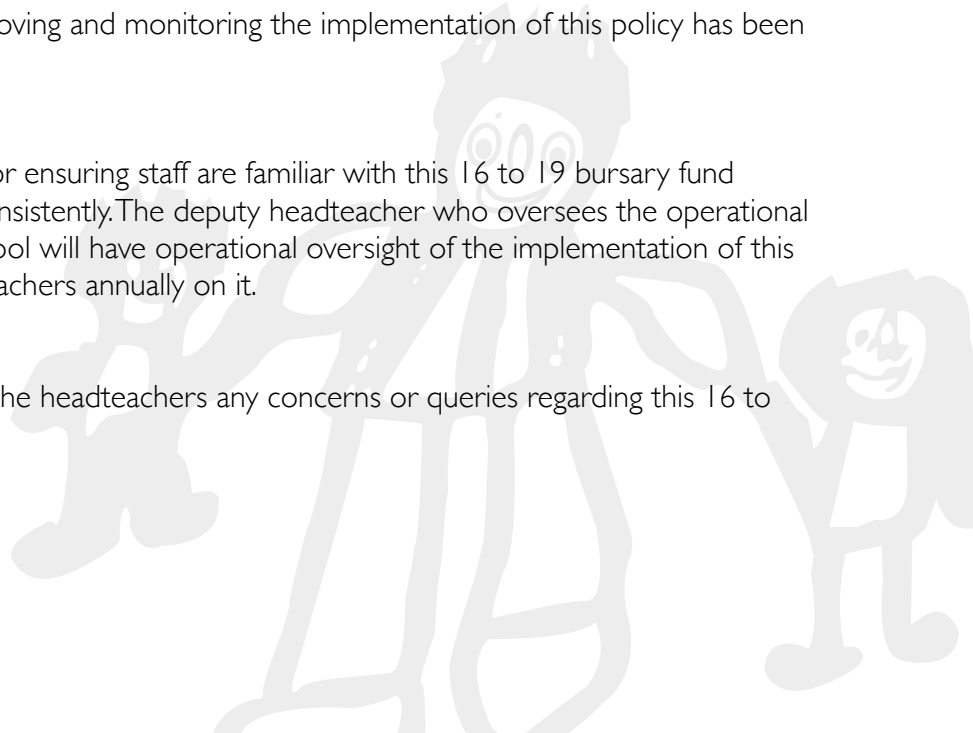
In our school, responsibility for approving and monitoring the implementation of this policy has been delegated to the headteachers.

The Headteachers

The headteachers are responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently. The deputy headteacher who oversees the operational aspects of the 16-19 part of the school will have operational oversight of the implementation of this policy and will report to the headteachers annually on it.

Families

Families are expected to report to the headteachers any concerns or queries regarding this 16 to 19 bursary fund policy.



Purpose of the 16 to 19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help students overcome the **specific** financial barriers to participation they face so they can remain in education. There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries

Bursary funding is not used to pay for a young person's 16-19 education. Bursary funding is awarded to help eligible students with the actual costs they incur to enable them to participate. These are items the student would otherwise need to pay for to participate. The bursary is designed to help students overcome the individual financial barriers to participation they face and school must ensure that funds go to those who genuinely need them and so we are required to carry out an assessment of needs. There is an [Education and Skills Funding Agency 16 - 19 Bursary Funding Checklist](#) we should use as part of this assessment.

The bursary fund is not intended to support costs not related to education, such as general living costs, extra-curricular activities, or non-essential activities or to provide learning support.

Frank Wise School is required to provide evidence that they have assessed the specific needs of the young person applying for a bursary and that the young person's access to education would be compromised should the bursary not be awarded; such as they could not attend an essential field trip, could not get to school or would not have the right equipment for learning.

Eligibility - both bursaries:

- Age - students must be aged 16 or over but under 19 on 31 August in the year for which they are applying for the bursary
- Eligible education provision - students must be participating in provision that is subject to inspection by a public body that assures quality, such as Ofsted
- Residency - students must meet the residency criteria in [DfE funding rules](#)
- Accompanied asylum seeking children are not entitled to public funds
- Unaccompanied asylum seeking children are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups ('in care' group), where they have a financial need. At the age of 18, if the asylum application is decided in their favour, they continue to be eligible for a bursary as a student from a vulnerable group until they reach the upper age limit.

Discretionary Bursaries

The amount of funding Frank Wise School receives is based on two elements:

- Financial disadvantage
- Student costs to support travel and industry placements

As a result, the amount of funding we receive each year remains relatively low. It has therefore been agreed with the governing body that this money will be used to ensure that every student within the Griffiths Centre has equitable access to the curriculum and resources will be bought to ensure our curriculum is fully inclusive, given that they all have additional learning needs that require adaptation of the curriculum offer.

If however, there are families whose child is not eligible for the bursary for defined vulnerable groups, but whose access to education may be compromised, then they have a right to request

support via the Discretionary bursary. School is required to evidence the household income in which a student lives as part of the assessment of need and consider this in light of the actual costs that the student will incur in attending The Griffiths Centre.

Bursaries for defined vulnerable groups

The defined vulnerable group bursary is not subject to household income assessment, in the same way as the discretionary bursary, because eligibility is based on the student being in one of the defined groups. However, all students must have their actual participation needs assessed individually to determine the amount of support they need. They must not be automatically awarded £1200.

The defined vulnerable groups are students who are:

- 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.

Although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, some may not have any actual financial need. This might be because their participation needs are already supported and/or because they have no relevant costs. Frank Wise School is required to refuse a student's application if they have no actual participation costs.

Applying for a Bursary

- Contact Lara Hughes to inform her that you would like to apply for a bursary 01295 263520 or lara.hughes@frankwise.oxon.sch.uk
- Complete the relevant form
- Supply the required evidence

Outcome of the application

You will be informed in writing of the decision as to whether a bursary is to be awarded and if so, the amount.

Conditions of the bursary

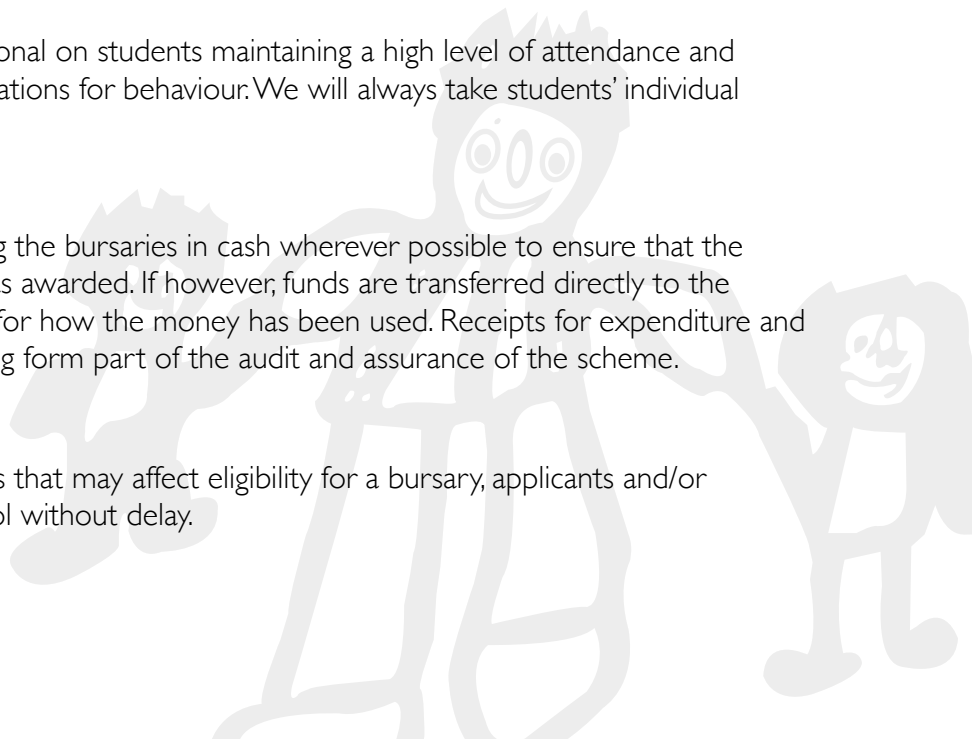
Payments of the bursary are conditional on students maintaining a high level of attendance and meeting the Griffiths Centre expectations for behaviour. We will always take students' individual circumstances into consideration.

Paying the bursary

Schools are discouraged from paying the bursaries in cash wherever possible to ensure that the bursary is spent for the reason it was awarded. If however, funds are transferred directly to the student, they must provide receipts for how the money has been used. Receipts for expenditure and purchases made with bursary funding form part of the audit and assurance of the scheme.

Change in Circumstance

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



Record Keeping

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule. [Explain how people can access these – for example, if they're available on your website or can be provided on request].

Equalities Legislation

This Bursary Fund policy is subject to equalities legislation including public sector equality duty on section 149(1) of the Equality Act 2010.

Monitoring Arrangements

This policy will be reviewed by the Senior Leadership Team every two years. At every review, the policy will be approved by the headteachers.

Reviewed by: Lara Hughes

Date: August 2025

Approved by Headteacher:

Date:

Appendix I

16 to 19 Bursary Fund Bursary for students in vulnerable groups Application Form

The Griffiths Centre (GC) does not request voluntary contributions for learning other than the annual residential trip. All other costs are covered by the school and the Friends of Frank Wise School.

If there are other costs associated with your child's learning that we need to consider, then please list them on the next page. If your child is awarded bursary funding, you will be required to provide the invoice or receipt for the purchase of such items at the end of the academic year. We have to account for the whole spend of the bursary we apply for on your child's behalf.

Name of Student		Date of Birth	
Address			
Name of person requesting bursary funding		Relationship to student (if not the student themselves)	
I confirm that I have read the eligibility criteria for all bursary funding as well as the specific eligibility criteria for students in vulnerable groups and have attached the required evidence. Please tick which criteria applies: ☐ 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			
I would like to request funding additional to that associated with the cost of the residential visit (If yes, please detail on the next page)		Y	N
I confirm that I have read the eligibility requirements for all bursary funding. I confirm that the information I have provided is correct. I will inform school if there is a change in circumstances which may affect my child's eligibility for this bursary.			
Signed		Date	

Request for additional funding beyond the cost of the residential trip

Bursary funding is to help eligible students with costs such as travel to and from school or college or buying essential books, equipment or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items the student would otherwise need to pay for to participate.

Item / Service required for GC participation	Cost	Is this an actual or estimated cost?	Receipt or Invoice
Total			
Additional Information you would like to be considered:			

Appendix 2

16 to 19 Bursary Fund Discretionary Bursary Application Form

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The Griffiths Centre (GC) does not request voluntary contributions for learning other than the annual residential trip. All other costs are covered by the school and the Friends of Frank Wise School.

If there are other costs associated with your child's learning that we need to consider, then please list them on the next page. If your child is awarded bursary funding, you will be required to provide the invoice or receipt for the purchase of such items at the end of the academic year.

For the Discretionary bursary, Frank Wise School is required to evidence the household income in which a student lives as part of the assessment of need and consider this in light of the actual costs that the student will incur in attending The Griffiths Centre.

Name of Student		Date of Birth	
Address			
Name of person requesting bursary funding		Relationship to student (if not the student themselves)	
Annual Household Income		Evidence Provided	
I would like to request funding for the cost of the residential visit.		Y	N
I would like to request funding additional to that associated with the cost of the residential visit (If yes, please detail on the next page)		Y	N
I confirm that I have read the eligibility requirements for all bursary funding. I confirm that the information I have provided is correct. I will inform school if there is a change in circumstances which may affect my child's eligibility for this bursary. I have provided evidence of the Annual Household Income.			
Signed		Date	

Item / Service required for GC participation	Cost	Is this an actual or estimated cost?	Receipt or Invoice
Total			
Additional Information you would like to be considered:			

School to complete		
Has evidence of the Annual Household Income been provided	Y	N
Will a discretionary bursary be awarded?	Y	N
What amount of funding will be awarded?		
Reason for decision		