

NORTH BROMSGROVE HIGH SCHOOL & SIXTH FORM

16 – 19 BURSARY POLICY 2026 – 2027



**Reviewed
Next review due
Policy responsibility**

**September 2026
July 2027
Director of Sixth Form**

1. Aims

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds.
- Make clear to parents and students the type of support which is available and the means of applying for it.

2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#)

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). Section 22 of the Children Act 1989 defines the term 'looked after child'.
- '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 of 13 weeks), which began after the age of 14 and ended after the age of 16)

4. How we use the bursary fund

Support is available to eligible students from the 16 to 19 bursary fund. See section 5 below for details of our eligibility criteria. The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

We may use the bursary to support eligible students to fund the following (this list is not exhaustive):

- Food/subsistence during the school day
- Equipment, including books, revision guides and stationery etc.
- Exam remarks/resit fees
- UCAS application fee
- DofE expedition costs and kit (but not the enrolment fee)
- Travel to and from school
- Curriculum-based trips
- Support clothing in line with the Sixth Form dress code
- University open day visits.

5. Eligibility criteria

5.1 Age

- To be eligible:
 - A student must be aged 16 or over but under 19 on 31 August 2026.
- Students aged 19 or over must either:
 - be continuing on a study programme they began aged 16 to 18, or
 - have an Education, Health and Care Plan (EHCP).

5.2 Eligible education provision

- Students must be participating in full-time educational provision at North Bromsgrove High School & Sixth Form.

5.3 Residency

Students must meet the residency criteria in the [Advice: funding rules for 16 to 19 provision - GOV.UK](#)

5.4 Bursaries for young people in defined vulnerable groups

Students who meet one of the following four criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of up to £1,200 per year.

The defined vulnerable groups are students who are:

- In care (those who are privately fostered are not classed as looked after)
- Care leavers
- Receiving Universal Credit 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 or Personal Independence Payments as well as Universal Credit in their own right.

We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Payments will be made into their own bank accounts, which they are expected to have opened, and will normally be made on a term time four-weekly basis.

We will obtain the following **proof of eligibility** for vulnerable groups:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. The evidence could be a letter or an email but must be clearly from the local authority.
- For students in receipt of Universal Credit, a copy of their Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits. The evidence must not state any conditions that prevent them from participating in further education or training.
- For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- For students receiving UC and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.

5.5 Discretionary bursaries.

- When assessing students' eligibility for the discretionary bursary we will consider the following criteria:
 - o Household income of less than £25,323pa
 - o Eligibility for Free School Meals (FSM)
 - o Student or their parents/carers are in receipt of means-tested benefits
- To determine eligibility against the above criteria, we will require evidence to support the application, which could include:
 - o Proof of benefit award letters covering last 3 months
 - o Tax credit award notifications
 - o P60s
 - o Pay slips covering last 3 months
 - o Bank statements covering a certain period (e.g., the last 3 months)
 - o Universal Credit award notices

6. Payment

6.1 Process

Payments will be made by BACS on a term time four weekly basis where appropriate and, in most cases, will be paid directly to the student.

Other payments, where approved, will also be made by BACS and may be paid to the parents/carers if the items of expenditure would be associated with them rather than the student,

or in some cases will be done by internal transfer (e.g. where subsidy for school provision, such as trips, is involved). Where costs are being reimbursed to the student or parent/carer, we will require receipts for the expenditure. Applications should ideally be submitted by 30th September to make sure enough time is allocated to assess the overall level of demands and make discretionary awards on a fair basis. This date will be clearly stated on the application form. However, as students' circumstances may change, the application process will remain open for the whole school year.

6.2 Conditions for the receipt of bursary payments

Payments are conditional on students' lesson attendance not falling below 90% and there is an expectation that our Learner Enrolment Agreement will be adhered to in full.

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. We will however consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of four continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return).

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.

7. Application

Students and/or parents/carers should complete the application form available on the Sixth Form section of the school's website and submit this to the Director of Sixth form or alternative email to NBHS6th@northbromsgove.worcs.sch.uk **with accompanying evidence/supportive information**. The application form will only need to be submitted once (with accompanying evidence) during a student's time in the Sixth Form.