



GLEBE SCHOOL

16 – 19 Bursary Fund Statement

Date approved by Trustees	26 th March 2025
Date of next review	Spring 2026

16-19 Bursary Fund Statement

At Glebe School, we provide 16-19 bursaries for students to ensure they can access their studies, where they would otherwise be unable to do so for financial reasons. The bursary is intended to help students with the essential costs of their studies, e.g. important books, equipment and travel costs. We are committed to closing the attainment gap between students from disadvantaged and more advantaged backgrounds, ensuring that every student participates in, and benefits from, a place in 16-19 education and training.

There are two types of bursaries available: discretionary and vulnerable. Each bursary is allocated based on students meeting the eligibility criteria. The government sets out specific criteria for the vulnerable bursary which entitles students to the funding, whilst the eligibility criteria for the discretionary bursary is determined by the setting. In both cases, the setting is responsible for determining whether a student's application has been successful.

We will:

- Distribute 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensure that information regarding the application, award and administration of 16-19 bursaries is available to all.
- Ensure all students who are eligible for funding have access to it.

Eligibility

Students aged 16 or over and under 19 years old on 31 August 2025 will qualify for bursaries for the 2025/2026 academic year.

Students aged 19 or over with an EHC plan can receive a bursary provided they remain eligible and the setting determines they need the support to continue their participation.

Students aged 19 or over will not be eligible for bursaries for vulnerable groups.

Students on an apprenticeship programme, or any waged training, are considered to be employed rather than in education and are therefore not eligible for a bursary.

Non-employed students participating in a Prince's Trust Team Programme are eligible for bursaries in the same way as any other student.

All students will be assessed individually for either bursary. Evidence must be provided to support applications – a full list of supporting evidence is outlined in our 16-19 Bursary Application Form.

Where a student's circumstances change, they can apply more than one. The student will be re-assessed to determine if there are exceptional circumstances to be considered.

The level of actual financial need will be assessed for all students, and a set amount of funding will not be automatically awarded.

Vulnerable bursaries

Students who meet one of the following criteria will be eligible for a vulnerable bursary:

- In care (this includes students classed as an unaccompanied asylum-seeking child)

- Is a care leaver
- Receives Income Support or Universal Credit because they are financially supporting themselves and/or someone who is dependent on them and living with them, such as a child or partner
- Receives Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) or Universal Credit in their own right

Any student who meets these criteria can apply for a vulnerable bursary of up to £1,200 per year if their study programme lasts for 30 weeks or more; students on study programmes of less than 30 weeks will receive a pro-rata amount.

We will consider the particular circumstances of each individual case and may choose to award a reduced amount where the financial help needed is limited. We will make clear on the application form that there is a possibility of no award or a limited award.

We will only pay students the amount they need to access education, based on individual assessment. Students will not automatically receive £1,200 or a set amount of funding unless this is in line with their actual financial need. There will be no blanket or flat rate payments without consideration of the student's specific needs.

We are responsible for determining whether a student is eligible for a vulnerable bursary. If a student meets the above criteria, but we believe a bursary is not required as they do not have any financial need and do not need further support, we may decide not to distribute a bursary to this student. This may include, for example, where:

- The school already makes provision that covers their education needs in full
- Travel costs are already covered by SEN Transport or Freedom Pass
- A student is in LA care and education costs are covered in full by the LA.

Where such a bursary is refused, the setting will explain to the student and/or the student's parents or support worker the aim of bursary funding and why it is appropriate not to award any in this instance.

Discretionary bursaries

We allocate discretionary bursaries based on those who are most in need of financial support. Discretionary bursaries may be awarded up to the value of £1,200, and will be reviewed each year the student requires support. Our eligibility criteria for a discretionary bursary includes the following:

- Students who are completing a high value course (over £2,000) in which specialist clothing and equipment is needed.
- Students living in a low-income household up to £25,521.
- Students who are from a single-parent family or have one or more dependent siblings in their family
- Students who have additional responsibilities, such as being a young carer or parent
- Students who travel greater than eight miles to the institution and do not receive travel support from other means such as SEN transport or Freedom Pass.

Applying for a bursary

Students must complete the application form and provide the necessary supporting documentation. All applications should be submitted by 31st July each academic year; however, we do understand that needs may arise throughout the academic year, and we will still consider applications after this date where appropriate.

Our application process will maintain the student's confidentiality.

If an application is successful, we will send an award letter to the student confirming the amount of support, what support will be made in-kind, and the payment conditions.

Conditions for receiving the bursary

All students must meet the agreed standards set by us to be eligible for the funds – these are explained to students during the application process.

Students must continue to meet these criteria after receiving the bursary. We may withhold payments where students breach these conditions; however, the student's individual circumstances will always be considered first and sanctioning will not occur to the extent that a student's ability to attend is undermined.

The conditions are as follows:

- Students must have 90 percent attendance at timetabled lessons, unless the absence is authorised
- Students that are absent due to sickness must present a note from a qualified medical practitioner if their absence is longer than seven days
- Students must abide by the Behaviour Policy

Payments will be stopped where:

- A student is absent for a period of four consecutive weeks or more excluding holidays.
- A student withdraws themselves from a study programme.
- Money is not being spent for the reasons it was awarded.
- A student breaches any of the conditions for payment.

Receipt of the bursary will not affect the receipt of other means-tested benefits paid to families, e.g. Income Support.

Paying the bursary

Funds will be allocated in-kind rather than in cash where possible, e.g. through travel passes, vouchers or credits for meals, required books or equipment.

Bursary funds will not be given to students in large lump sums. A percentage of funding will be kept back as hardship funding to respond to any emergencies throughout the year – the total percentage held back is discussed with the student.

In instances where payments in-kind are not possible, we will pay funding by BACS transfer to the student's own bank account. In exceptional circumstances where the student is unable to manage their own funds, we will consider who will manage the bursary on the student's behalf.

Using the bursary

Upon receiving a bursary, students will receive help based on their areas of need. An interview will be offered to determine the best way to allocate their support.

The following priority areas will be addressed first:

- Travel costs e.g. bus passes and travel cards

- Equipment costs, e.g. books, stationery, IT equipment or specialist clothing
- Lunchtime meals
- Any other educational support, e.g. attendance at college open days and interviews
- Costs related to industry placements

We reserve the right to request that, if a student has had books or equipment bought for them through the fund, they return it at the end of their study programme. We may also request that the equipment is kept on the school site.

Appeals process

If students disagree with the outcome of their application, or where payment has been withheld due to not meeting the outlined conditions, they should follow our complaints procedure, detailed in our Complaints Procedures Policy – this is available on our website.

Further information

More information on the use and allocation of 16-19 bursaries can be found in our 16-19 Bursary Fund Policy, available on the school website.