



ROOKS HEATH SCHOOL
Strive to be your best

BURSARY POLICY, STUDENT GUIDANCE & FORM

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Consulted with JCC? Yes ☐ No ☒

Introduction

This policy replaces any previous policy and follows the DfE regulations.

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The school will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics, race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

GENERAL GUIDANCE

General information on bursary schemes is available on the Government website: <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2026-to-2027>

WHO IS ELIGIBLE?

16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework. Following national changes to the bursary funding methodology all future bursary payments will be to provide bespoke and targeted in kind support.

The 16 to 19 bursary scheme offers two types of bursary. Students can only apply for one type, depending on their personal circumstances.

Please note: the following eligibility criteria will be assessed in addition to the individual student's actual financial needs. No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have.

Discretionary Bursary Award

To be eligible for the bursary award the student must meet the following conditions:

1. Attend Rooks Heath 6th Form as their home school
2. Be a student in Year 12 or 13
3. Be aged between 16 and 18, or
4. Be aged 19 and have an EHCP or be continuing on a study programme they began at Rooks Heath when aged 16 -18
5. Currently meet the eligibility criteria for Free School meals. The school reserves the right to tailor awards to reflect individual student needs
6. Consideration will be given to the distance to travel between the student's home and the institution when reimbursing transport costs

Bursary Grant

To be eligible for the bursary grant the student must meet all five of the following conditions:

1. attend Rooks Heath 6th Form as their home school
2. be a student in Year 12 or 13
3. be aged between 16 and 18
4. be aged 19 and have an EHCP or be continuing on a study programme they began at Rooks Heath when aged 16-18.
5. belong to one of the following groups:
 - be in care. (When providing grants to students in care the school reserves the right to tailor awards to reflect individual student needs); or
 - care leavers; or
 - be receiving income support, or 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 a partner; or

- be receiving Disability Living Allowance or Personal Independent Payment in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

THE APPLICATION PROCEDURE

All internal applicants to our 6th Form are informed about the Bursary before Year 12 begins. The Bursary is advertised on the school website. Detailed information, Bursary Grant Guidance (Appendix 1) and the 16-19 Bursary Scheme application form (Appendix 2) are also on the school website as well as from the 6th Form Office.

Application forms are available to all students throughout the year, but an initial deadline for submission at the end of the second week in October will be set in order to establish likely demand. As part of the submission, students will be asked to set out the forms of in-kind support they require so that the assessment can be made on the basis of individual need. At this point some further financial information and/or evidence of financial circumstances may be required. Applications should be submitted to the 6th Form Administrator for consideration. Students will be contacted in writing to explain whether or not their application has been successful and to confirm the in-kind support to be provided.

Students who have been successful in their application will receive two copies of a contract letter which explains how the Discretionary Bursary Award and Grant will be administered and what the expectations are of the student. One of these copies needs to be signed and returned by the student to say that they agree to the conditions.

An application must be made in each academic year that support is required.

ALLOCATING FUNDING

From September 2020 the Government have significantly reduced the grant funding they provide to the school for Discretionary Bursary Awards. To reflect the limited funding going forward, These awards will be focused on in-kind support in the following areas:

- Transport costs not covered by the TfL 16+ Zip Oyster
- Academic Books
- Equipment including laptops and portable 4G hotspot devices (Equipment issued with a value of £100 or more should be returned to Rooks Heath once a student's study programme is completed and students will need to sign a contract agreeing to this)
- Field trips and other similar course-related costs
- UCAS or similar applications
- The costs of attending university interviews, a reasonable number of open days (maximum 5) and careers related events
- Work experience
- The bursary fund is not intended to support living costs or extra-curricular activities

Cash payments will not be made in any circumstances

PROCEDURE FOR PAYING THE BURSARY

Where possible the school will directly purchase the allocated in-kind provision. Where this is not possible, students should submit evidence of payment, such as receipts, to the 6th Form Administrator who will provide the student with a petty cash claim to complete, raise a requisition on the school's finance package, obtain

signature attaching an email showing approval from the Head of 6th Form. The Finance Office will reimburse via a BACS transfer to a bank account in the student's name.

Conditions of Bursary Support

The 16–19 Bursary Fund is intended to support students to participate fully in their study programme. As such, receipt of bursary funding is conditional upon students meeting the expectations set out below:

1. Agreement to terms

Students must return a signed copy of their Bursary Contract Letter, confirming acceptance of the conditions attached to bursary support.

2. Attendance and punctuality

Students are expected to demonstrate good attendance and punctuality, normally in line with the school's target of 96%, as recorded on the Bromcom register.

Authorised absences and individual circumstances (including illness, disability, or other exceptional factors) will be taken into account.

3. Behaviour and conduct

Students are expected to meet the standards set out in the school's Behaviour Policy. Behaviour will be considered in line with the school's published procedures and records.

Bursary support will only be allocated if:

~~1. Students have returned a signed copy of their Bursary contract letter.~~

~~2. Students' punctuality and attendance according to the SIMS register is in line with the school's expectations of 96%.~~

~~3. Students' behaviour is in accordance with the school's behaviour policy.~~

~~Any stoppage of Bursary support will result in written communication home informing students and parents/carers.~~

Review and payment of bursary

Bursary payments are subject to regular review. Where a student does not meet the above conditions, the school may, acting reasonably and proportionately:

- withhold payments,
- suspend or withdraw bursary support.

Decisions will be made on an individual basis, taking into account the student's personal circumstances and any relevant safeguarding or equality considerations. Students will be given the opportunity to discuss any concerns and, where appropriate, to improve their eligibility for continued support.

PLEASE BE AWARE THAT:

Any attempt to obtain Bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of a student's contract. In such a case, the school reserves the right to suspend that student's Bursary support for the remainder of their time in the 6th Form.

ADMINISTRATION OF THE SCHEME

Any remaining underspent funds at the year end will be carried over to the next academic year for continued support of students eligible for the Bursary and will be fully utilised for Bursary students before any new academic year funding allocation is used. The school can retain up to 5% of Bursary funding as an administration contribution as allowed in the 16 - 19 Bursary Fund Guide: 2026 to 2027 academic year.

THE APPEALS PROCEDURE

Where a decision is taken that a student should not receive support through the Discretionary Bursary Fund the student should raise the issue with the 6th Form Administrator in the first instance. If this does not satisfactorily resolve the issue students have the right of appeal to the Head of the 6th Form. This should be done in writing and, if necessary, a parent/carer can be involved.

The school is not obliged to provide more than the above appeal hearings and appeal decisions are final. There is no mechanism for appeal against a stoppage/suspension decision to any outside party.

CHANGES IN CIRCUMSTANCES

If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parent/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.

Appendix 1: 16 to 19 Bursary Application Form



**16-19 Bursary Scheme
Application Form**

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

Section A – To be completed by all students

1.1 Your personal details

Student's surname _____

Student's first name _____

Form _____ Date of birth _____ Age _____

Student's home address _____

_____ Post code _____

Home phone number _____ Mobile number _____

National insurance number: _____

1.2 Exceptional Course Costs (details will be required)

Please answer yes or no to each question

	Yes / No	If Yes, you must provide details and/or evidence
Are you required to pay any transport costs in order to continue your studies?		
Are you required to meet any exceptional costs in order to continue your studies? (eg residential field trips, equipment or materials)		
Is there any other support you need which the Bursary may be able to help with? If yes, please explain what financial support you need		

Section B – To be completed by all students**2.1 Which bursary are you applying for?**

Please complete either part 1 or 2 below:

Part 1: Discretionary Bursary Award

In-kind support subject to meeting the school's expectations of attendance, punctuality, behaviour, classwork and homework

Eligible group for this bursary:	Tick	Evidence to provide and what to do next
Presently in receipt of Free School Meals as a Year 12 or 13 student	☐	Please visit https://www.cloudforedu.org.uk/ofsm/sims , your details must match exactly word by word to details on your benefits' paperwork. You will receive confirmation of your application status. Free School Meal checks may be subject to ongoing checks to confirm continued eligibility.

Part 2: Bursary Grant

Additional in-kind support subject to meeting the school's expectations of attendance, punctuality, behaviour, classwork and homework

Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	☐	Please attach supporting letter from your key worker or social worker
Young person in receipt of income support or universal credit	☐	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.	☐	Please attach benefits paperwork dated within the last 6 weeks.

3.1 Student declaration (to be completed by all students)

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform the 6th Form Administrator in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Student Learning Agreement.
- I agree to repay in full and immediately any in-kind support or money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the current school year.

Signed:..... **Date:**.....

Full Name (in block capitals):.....

Rooks Heath: 16 to 19 Guidance for 2026-27 Bursary Policy

What is the 16 - 19 school bursary scheme?

16 - 19 bursary schemes provide financial help to young people aged 16 - 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework.

Who is eligible for the bursary scheme?

The 16 - 19 bursary scheme offers two types of bursaries. You can only apply for one type, depending on your personal circumstances.

Discretionary Bursary Award

To be eligible for the bursary award the student must meet all the following conditions:

7. Attend Rooks Heath's 6th Form as their home school
8. Be a student in Year 12 or 13
9. Be aged between 16 and 18
10. Presently be in receipt of Free School Meals.

Or meet the following condition:

Be aged 19 and have an EHCP or be continuing a study programme they began at Rooks Heath when aged 16 -18.

The school reserves the right to tailor awards to reflect individual student needs

Bursary Grant

To be eligible for the bursary grant the student must meet all of the following conditions:

6. Attend Rooks Heath's 6th Form as their home school
7. Be a student in Year 12 or 13
8. Either be aged between 16 and 18 **or** be aged 19 and have an EHCP **or** be continuing a study programme they began at Rooks Heath when aged 16-18.
9. Belong to one of the following groups:
 - Be in care. (When providing grants to students in care the school reserves the right to tailor awards to reflect individual student needs); or
 - Be a care leavers; or
 - Be receiving income support, or 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 a partner; or
 - Be receiving Disability Living Allowance or Personal Independent Payment in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

What will I get?

If you are eligible for the **Discretionary Bursary Award** you will receive in-kind benefits. This means that you will not receive cash, but you will receive help with travel costs (where necessary) and study costs (such as academic books and equipment) and the costs of making post-18 applications. The school reserves the right to tailor awards to reflect individual student needs.

If you are eligible for the **Bursary Grant** you will receive in-kind benefits over and above those available via the Discretionary Bursary Award. You will not receive cash, but you will receive additional and targeted help with travel costs (where necessary) and study costs (such as academic books and equipment) and the costs of making post-18 applications. The school reserves the right to tailor awards to reflect individual student needs.

Are there any conditions attached to the scheme?

Yes. Your school will expect you to maintain good standards of attendance, punctuality, behaviour, classwork and homework. Students are required to sign the school's Student Learning Agreement, and your Bursary support will be conditional on you meeting the requirements of this Agreement.

How do I apply?

Discretionary Bursary Award: Firstly, you must apply for Free School Meals online via <https://www.cloudforedu.org.uk/ofsm/sims>. When your eligibility for Free School Meals has been confirmed, complete the 16-19 Bursary Scheme Application Form and hand it to the 6th Form Administrator in EG3.

Bursary Grant: Complete the 16-19 Bursary Scheme Application Form and attach your supporting evidence that is required under Part 2: Bursary Grant and hand it to the 6th Form Administrator in EG3.

When do I need to apply by and how will I hear the outcome?

The deadline for applying is the second week in October *(students can apply throughout the year, initial deadline for submission is to establish likely demand)*. Please include all the evidence required (see application form), otherwise we may not be able to process your application properly. We will write to everyone who applies to tell you the outcome of your application.

When will my bursary support start?

As soon as your application is approved, your Student Learning Agreement is signed, and any other formalities are taken care of.

How will you pay me?

You will not receive monetary payments; you will receive 'in-kind' support. This means we will purchase the items you need or make any payments needed on your behalf. In the rare case that we have to refund you for something that you have purchased to assist your studies; you must provide us with a bank or building society account **in your own name** and that is able to accept BACS transfer. Post Office accounts and some Credit Unions do not accept BACS payments. If you change your bank account details, you must also write to us immediately. Payments cannot be made where prior approval has not been obtained from the Head of Sixth Form. **Cash payments will not be made in any circumstances.**

How long will I receive bursary support for?

Whilst you continue to study at Rooks Heath 6th Form (home school), meet the terms of your Partnership and Learning Agreements and have a level of attendance in line with the school's expectations, support will continue for the duration of your time at school for lessons and exams during the academic year.

New applications must be submitted for consideration every academic year. There is no guarantee that you will receive funding next year even if you are eligible this year. You won't receive any support next year unless you reapply.

Who do I contact if I have any questions?

If you have any questions about Rooks Heath's 16 to 19 Bursary scheme, you should in the first instance speak to the 6th Form Administrator.

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available on the Direct.Gov website: <https://www.gov.uk/1619-bursary-fund>

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing. Any in-kind support received when you are not eligible may be repayable

to school. If you leave school before completing your course or transfer to another school/college, your bursary support will be stopped.

Please be aware that any attempt to obtain Bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of your student contract. In such cases, the school reserves the right to suspend your bursary support for the remainder of your time in 6th form.