Title	**WPAT Sixth Form Bursary Policy**
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Staff Link	CEO
Governor Link	Chair of Trustees
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SECTION A GENERAL INTRODUCTION

1 Introduction

1.1 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

1.2 Bursary funding is to help eligible students with costs such as travel to and from school or college, to buy 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.

The bursary fund is not intended to provide learning support – services that we will provide to students, for example, counselling or mentoring – or to support extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living costs support.

1.3 There are 2 types of 16 to 19 bursaries:
- Vulnerable Bursary for young people in one of the defined vulnerable groups
- Discretionary Bursary which is awarded by Wootton Park School to meet individual needs, eg to provide financial help with the cost of books, equipment, meals or transport

2 General

2.1 This policy meets the requirements of DofE 16 to 19 Bursary Fund guide: 2025 to 2027

2.2 This policy is reviewed annually by the Trust, taking into account statutory guidance from the Department for Education. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

2.3 The Trust will ensure that applications are handled confidentially. The following data will be retained -
- Records of applications for sixth form bursary, including supporting documentation
- Records of sixth form bursary funding expenditure, including receipts, name of learner, and rational for support

The data will be kept for a period of six years and will be held securely and in compliance with the Data Protection Act. The information will be made available for audit purposes.

2.4 No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

2.5 Any student or parent who is unhappy with the handling of an application for bursary funding or wish to make an appeal should follow the Trust's complaint procedure

SECTION B ELIGIBILITY

1 General Eligibility Criteria

1.1 For students to be eligible for the bursary fund, students must meet the age and residency criteria as listed below:

1.1.1 Be aged over 16 and under 19 on 31st August 2024 or 19+ with an Education, Health and Care Plan (EHCP) or continuing on a course you started aged 16 to 18 (known as being a '19+ continuer'). Please note students aged 19 or over are not eligible for a Vulnerable Bursary, only a Discretionary Bursary

1.1.2 Be enrolled on a full time course

1.1.3 Meet the D of E's residency criteria as set out in the funding rules for 16 to 19 provision

2 Bursary Group – Vulnerable Bursary

2.1 This funding is available for students that are unlikely to be receiving financial assistance from parents or carers and therefore need a greater level of support to enable then to study at sixth form. Up to £1200 of bursary funding (depending on need) can be approved for students who are in one of the following 'vulnerable groups' as defined by D of E

2.1.1 In care or care leaver

2.1.2 Or receiving Income Support or Universal Credit in their own right

2.1.3 Or receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

3 Bursary Group – Discretionary Bursary

3.1 This is based on the financial position of the student's family, and their needs to continue to be in education. To be eligible, at the time of applying the students' family must

3.1.1 Be eligible for Targeted or Enhanced Free School Meals as per the criteria on Free school meals and pupil premium | West Northamptonshire Council

3.1.2 Previously Looked After Children who state they are in need

3.1.3 Or meet the criteria for free school meals for families with no recourse for public funds (see DofE Providing free school meals to families with no recourse to public funds (NRPF))

4 Exceptional Circumstances

4.1 In exceptional circumstances, such as students under child protection, students estranged from parents, students whose family circumstances have recently significantly changed due to bereavement or illness causing severe financial hardship, on a case-by-case basis and at the discretion of the Headteacher, schools may provide one-off support in-kind or reimbursements to students who may not fall precisely within the two defined bursary groups.

SECTION C HOW TO APPLY

1 Sixth Form Bursary Application Form

1.1 To apply for the sixth form bursary students should complete the online 16-19 Bursary Funding application form 2026/27 in the presence of their parent/guardian

1.2 Following completion of the application form you may need to supply documentation as proof of your eligibility. If you have successfully applied for Free School Meals on Apply for free school meals - WNC.and the school has been notified that you are eligible for Free School Meals, no further documentation is needed.

1.3 Students who are currently in Year 12 moving into Year 13 will not have to reapply and submit evidence. They will need to complete a disclaimer form signed by both student and parents to confirm that their circumstances have not changed, and they wish to continue to receive bursary support. If you are a Year 12 Student moving into Year 13 and have not been eligible previously or if your circumstances have changed and you need support, please apply/reapply

1.4 Students and their parent/guardian must take great care to ensure information provided to the School is true and complete. If information is found to be false or incomplete (i.e. undeclared income) we will request that the money awarded be repaid in full. Failure to repay the award may lead to police involvement / court action.

1.5 All applications and evidence must be submitted by Monday 14th September 2025. Late applications will be considered, but payments will not be backdated and processing may take considerably longer than for on-time applications.

1.6 Successful applicants will be contacted directly to discuss their award payments

1.7 Unsuccessful applicants will be notified

SECTION D DISTRIBUTION OF THE BURSARY

1 Bursary Amounts

1.1 The distribution of the Discretionary Bursary fund will be dependent on the number of eligible students and the school reserve the right to retain 20% of the 16-19 Bursary amount provided. This is to accommodate changes in circumstance and ensure that requests for funding from students following such changes can be accommodated. 5% may also be retained for administration of the fund.

1.2 The amounts awarded to each student are determined by the students educational need

1.3 The amounts awarded to each student eligible for a Discretionary bursary will also be determined by the total number of students who apply successfully before the deadline. The Bursary fund is a finite amount and, in cases where there are high numbers of eligible students, each student may receive less. The school will seek to ensure total payments do not exceed funding provided by the Department of Education.

2 Type of Help available

2.1 Where there is an identified need, bursary funding can be used to provide financial support with the following –

2.1.1 Travel to and from school by the most appropriate form of transport available given the students home location and the student need.

2.1.2 Purchase of essential books, revision materials and subscriptions

2.1.3 Purchase of specialist equipment or clothing

2.1.4 Loans of IT devices for the duration of the study programme

2.1.5 Purchase of clothing that meets our sixth form uniform policy, when needed to allow learners to attend school wearing the correct uniform

2.1.6 Purchase of a lunchtime meal at the school canteen up to a set daily limit

2.1.7 Support with the cost of educational visits and trips that help learners achieve or support study programme goals or course objectives or enables the student to fully integrate and participate in the sixth form experience

2.1.8 Support with the cost of attending university interviews or open days

2.1.9 Support to enable students to pursue post 18 career opportunities, eg interviews for employment or apprenticeships

2.1.10 UCAS application fees and other university application costs

2.1.11 Other expenditure as required when needed

3 Payment of the Bursary

3.1 Support in Kind
In the majority of cases the school will provide support in-kind i.e. the school will order items on the student's behalf, such as bus passes, chromebooks, text books etc

3.2 Reimbursements

Where support in-kind is not feasible, the school can reimburse students upon completion of a reimbursement claim form and provision of receipts. Students eligible for sixth form bursary should speak first to the sixth form team in advance to determine if bursary support is available for the planned expenditure. After the expenditure has been incurred, students should complete a Sixth Form bursary reimbursement form along with the relevant receipts. Until the form has been completed and a claim has been assessed, the school cannot guarantee to reimburse any expenditure. Where possible the reimbursement will be made directly to a learners bank account.

3.3 Payments in advance

In exceptional circumstances where support in kind is not feasible and students are unable to pay up-front cost of items, the school can make a payment in advance to them by BACs. The payment in advance is only to be spent on that specific item and the student must provide the receipt after they have made the purchase. Students will be unable to make further claims until receipts for previous ones have been provided

4 Conditions

4.1 Students must meet the following criteria in order to receive their bursaries:

4.1.1 Have a target attendance of 90%. Students with below 90% attendance are at risk of their bursary payments being withheld. Students with below 80% attendance will receive no bursary payments. (Some allowance may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of.)

4.1.2 Be punctual to all lessons.

4.1.3 Demonstrate good behaviour.

4.1.4 All work required by teaching staff will be submitted to the deadline set.

4.1.5 Where a student does not meet these conditions (for example, becomes persistently absent from school), bursary support may be paused

4.1.6 If a student requests bursary funding to pay for a school trip or activity, they must attend. If they do not attend a trip that the bursary has paid for, the school may request that the family repay the cost unless there is a very good reason for non-attendance support may be paused.