WILLIAM FARR
C of E Comprehensive School

Bursary Policy

This policy is written in conjunction with the Bursary Fund guide 2026/27. A copy can be found here;

16 to 19 Bursary Fund guide 2026 to 2027 - GOV.UK.pdf

Introduction

There are two types of 16-19 bursary

- Bursaries for defined vulnerable groups
    - Total payment for an academic year must not exceed £1200
- Discretionary bursaries

Eligibility – Vulnerable learners

To be eligible for the "*defined vulnerable groups bursary*" students (not parents) must meet one of the following criteria

- Be in care
- Be a care leaver
- Receive Income Support (IS) or Universal Credit (UC)
- Receive disability living allowance (DLA), Personal Independence Payments (PIP) in addition to Employment and Support Allowance (ESA) or UC (DLA or PIP alone does not meet the criteria)

Full details of the criteria can be found here; 16 to 19 Bursary Fund guide 2026 to 2027 - GOV.UK.pdf

Asylum seekers

Accompanied asylum seeking children (under 18 with an adult relative or partner), and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds.

We will provide in-kind support such as books, equipment and a travel pass to asylum-seeking young people who have not had asylum refused.

Unaccompanied asylum-seeking children are:

- The responsibility of the local authority
- To be treated as 'looked after' children

- Eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

Eligibility – Discretionary Bursary

To be eligible for the *Discretionary bursaries* students must reside in household with an income below £50,000.

Supporting evidence must be provided to the school as part of the application process.

The value of the award will be dependent on the student's assessed need.

Payments can also be made from the Discretionary Bursary in a period of hardship.

Participation

If a student successfully applies for a bursary, continued payment will be conditional on a range of factors including;

- Regular attendance (in line with Sixth Form Attendance Appendix)
- A good attitude to learning
- A good standard of work

This will be assessed on a regular basis by the form tutor and the wider Sixth Form team. Data points will be used to evidence attitude to learning and attainment against targets.

The bursary awarded must be used for specific educational purposes, which include, but are not limited to:

- Transport to and from school (Bus Pass, other public transport costs, mileage)
- Examination re-sit fees
- Lanyard fee
- Equipment, books and materials required in order to participate effectively in chosen courses.
- Educational visits that are a compulsory element of a programme of study.
- Work experience costs
- Attendance at university/degree apprenticeship open days.
- Assistance with school meals

Bursaries cannot be used for

- Counselling or mentoring
- Supporting non-essential extracurricular activities
- Provide living costs support

Application Process

All applicants for the Bursary should see the Assistant Head of Sixth Form for an application form.

The closing dates for applications is the first Friday in October. Applications after this date may be considered should financial circumstances change.

Retrospective payments (for items purchased prior to a successful bursary application) can be made if your application is successful.

Applicants will be required to provide evidence to verify their eligibility for the bursary and relevant information to establish household income.

To reapply for the Bursary in Year 13, a student should complete a self-declaration form if their household circumstances have not changed.

Assessment

Applications will be assessed by the Finance Department in accordance with this policy and ESFA guidance in conjunction with the Head of Sixth Form. The final decision lies with the Headteacher.

Evidence provided to support applications will be checked and copies retained by the school for audit purposes. The evidence will be held in strict confidence.

Payments

If students are successful in their application, they can then submit requests for payments. Students must provide receipts of any expenditure they intend to be reimbursed by the school. To receive payments, students must provide their bank account details so that claims can be paid directly into their bank account.

Sixth Form Bursary Application Form
2026-27

This form is intended for those students seeking financial help towards costs incurred as part of their studies (curricular or extra-curricular) in the Sixth Form at William Farr School.

Name		**Tutor Group**	
Address			
Telephone			
Name of Parent/Guardian			
Date of Birth		**Age on 01/09/2026**	

Have you lived in the EU for the last 3 years Yes ☐ No ☐

Are you an Asylum Seeker? Yes ☐ No ☐

Did you receive a Bursary in 2025-26 Yes ☐ No ☐

If yes, please state amount £ _____

I am a Looked after Child/Child in Care/recent care leaver Yes ☐ No ☐

I receive Disability Living Allowance/Income support **in my name** Yes ☐ No ☐

Reviewed by Trust Board: Oct 2026
Next review: June 2027

I am in receipt of Free School Meals Yes ☐ No ☐

I have previously been in receipt of Free School Meals Yes ☐ No ☐

Are you or your Parents/Guardians receiving any of the following Means Tested Benefits *(please tick)*

- ☐ **Universal Credit**

- ☐ **Income Support**
- ☐ **Income-based Jobseeker's Allowance**
- ☐ **Income-related Employment and Support Allowance**
- ☐ **Support under Part VI of the Immigration and Asylum Act 1999**
- ☐ **The guaranteed element of state Pension Credit**
- ☐ **Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit**

Please enclose evidence if any of the above boxes are ticked. *If evidence is not enclosed your application cannot be processed and will be returned. Evidence must be recent, clearly state benefit(s) received and recipients' name.*

Parents/Guardians Gross Earnings – please provide **last 3 months payslips**, or if self-employed a photocopy of your last years statement of income/expenditure

Gross Earnings – Parent/Guardian 1	£
Gross Earnings – Parent/Guardian 2	£
Total Annual Household Income *(Please provide evidence from your main bank account – bank statements)*	£

Additional Information to support your application

Please make us aware of any other financial obligations or circumstances which are causing you hardship.

DETAILS OF ASSISTANCE REQUIRED

Please list below all course related items for which assistance is required, and their costs. *This section can be completed at a later date on an additional form if details of costs are not yet known.*

Payments will be paid "in kind" wherever possible.

Request for Payment (please attach a copy of any letter/evidence of cost incurred if possible)	
Books/Equipment purchased through school – please specify.	£
School trip/visit – please specify.	£
Transport to and from school – please specify where you catch the bus from and the cost.	£
Other e.g exam fees, travel for open days, interviews, or work experience – please specify.	£
Do you have access to a laptop or computer at home?	Yes No

Bank or Building Society Details - **Student** *Your account must be one that will accept BACS payments. Payments can only be made to an account in your name. This is a National Learner Support Fund Rule.*								
Name of account holder (as it appears on your bank card or statement)								
Name of Bank/Building Society								
Branch								
Sort Code (6 digits)			-			-		
Account Number (8 digits)								

OR Roll Number (12 digits)												

Data Protection

Under the terms of GDPR we must inform you that we only share data as per the school policy, however due to the nature of this application personal data may be used within the school for the purpose of determining whether or not you should receive assistance from the 16-19 Bursary Fund. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied to the ESFA will be anonymised before it is sent. In addition, external auditors are obliged to certify that Bursary Funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a sample of Application Forms. The data will not be passed to any third party without your consent, except where the School is legally required to do so.

Declaration – please read this carefully and sign below.

I confirm that all the information supplied is correct and agree that William Farr Comprehensive School may seek further evidence as necessary to substantiate my statements. I understand that giving false information may constitute a fraudulent claim and could result in disciplinary action and/or legal action being taken against me. I understand that, except in exceptional circumstances, I will only receive support if my attendance is above 90%, I have no unauthorised absences and I meet William Farr Sixth Form's high expectations of behaviour and progress. I understand that I may have to repay or return any support received if I withdraw early from my course. I understand that any items bought for me using Bursary funds remain the property of William Farr School and I may be asked to return them on completion of my course.

I have included

- Evidence of means-tested benefits
- Last three months bank statements
- Other evidence (please state): _____

Student Signature		**Date**	
Parent/Guardian Signature		**Date**	

ON COMPLETION PLEASE RETURN TO MISS K LUTHER (SIXTH FORM ADMIN) IN THE MAIN OFFICE

For School Use Only **Guaranteed Bursary Evidence checked**

Free School Meals ☐

Or **Total Annual Income £**_____

Proof of Income Provided from main bank account ☐

Full Bursary awarded ☐

Discretionary Bursary awarded ☐

Amount authorised £ _____

Signed: _____ **Mrs Munro, Assistant Head Y12 and 13**

Reviewed by Trust Board: Oct 2026
Next review: June 2027

WILLIAM FARR
C of E Comprehensive School

Our ref:

Academic Year 2026/27

Dear Parent/Guardian

16-19 Bursary Fund

Young people who need financial support to help them stay in education after 16 can apply for a school bursary. This letter and attached form explain the arrangements at William Farr School for the allocation of the Bursary Fund. Our approach seeks to promote equality for students to ensure the YPLA (Young Peoples Learning Agency) guidelines have been followed. The Bursary must be used to pay for course related costs. These could include **transport, books and equipment, school trips or travel to universities, apprenticeship and job interviews.**

Criteria

To be eligible for a bursary, a student must have been a resident in this country for three years before the beginning of their A level studies. Students who may qualify for a bursary, include young people in care, care leavers, young people receiving Income Support, disabled young people receiving both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments. Other students facing financial difficulties in a low-income household (below £50,000 and in receipt of certain means-tested benefits) may also apply for a bursary. Bursary payments will vary according to the individual information received. Payment of the 16-19 bursary does not affect receipt of other means-tested benefits.

Conditions

Payment of the bursary is subject to William Farr School's high expectation of behaviour, progress and attendance (above 90% at payment dates). Should the student leave school during the academic year they may be required to repay some of the bursary.

How to Apply

Students should apply on the attached application form and include all requested evidence to support their application (All information submitted will be dealt with sensitively and confidentially within GDPR guidelines.) After processing, students will receive written notification about whether their application has been successful. Payments will be made in kind where possible so invoices will be required. Retrospective payments can be made if your application is successful.

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C of E Comprehensive School

Students may apply for a bursary at any time during the school year, should there be a change in circumstances however, if you believe you are eligible for support now, please return the completed form by **Friday 2 October** to be considered in the first wave of applications.

What if I want to appeal against the decision
This fund is limited and not guaranteed. Appeals against any decision made should be made in writing to Mr Edgar, Headteacher.

All application forms and supporting evidence, should be returned to Miss K Luther in the school office.

For more advice
Go to *www.direct.gov.uk/16-19bursary*.

Yours sincerely



Mrs G Munro
Assistant Head of Year 12 and 13

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