



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## 16-19 Bursary Policy

Agreed by Governors: 8 July 2025

### 1. What is the 16-19 Bursary Fund?

The fund is made available by the government via the Department for Education (DfE) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

This policy is based on advice from DfE: [16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](https://gov.uk/guidance/16-to-19-bursary-fund-guide-2025-to-2026)

### 2. Level of Support from the 16-19 Bursary Fund

To be eligible to receive an award from this bursary, a student must be at least 16 and under 19 years of age on 31st August in the academic year in which they start their programme of study. Students must satisfy residency criteria in the DfE funding for eligibility

Bursaries from the fund will be awarded as follows:

#### **Vulnerable Bursary**

A bursary of up to £1200 per year will be awarded to:

- students who are living in care and unaccompanied asylum-seeking children
- students who are care leavers
- students who receive Income Support (IS) or Universal Credit (UC) in their own right because they are financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- students who receive Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

Evidence for this tier is by written confirmation of current, or previous, Looked-After status from a local authority or a letter from the Department of Work and Pensions setting out the benefits to which the young person is entitled. This letter should confirm that they can be in further education or training as some young people getting benefits are not allowed to participate.

#### **Discretionary Bursary**

The school is given a sum for the Bursary fund each year by the government. The amount of bursary awarded to each student will depend upon this sum and the total number of successful applicants. Students will be notified of their application of the decision with regards to their individual application.

The Discretionary Bursary criteria are as follows:

**Students who are eligible for Free School Meals (FSM).**

Evidence for this is by Local Authority letter giving notification of award or by data sent directly to the school by the Local Authority. (Students should make an application for FSM via the KCC website: [Free school meals application](#) as soon as they have enrolled at Chatham and Clarendon grammar school (CCGS), even if they received FSM in year 11.

**Students not receiving FSM but who live, on a permanent basis, in a household that is in receipt of means tested benefits.**

If money remains in the fund after category 1 has been awarded, applications for this category will be considered. Evidence for this award is by the following documents for the previous tax year:

- Tax Credit Award Notice if employed
- Universal Credit award (UC)
- Evidence of income-related benefits from Department of Work and Pensions
- Letter from Job Centre Plus confirming benefits received.
- The number of dependent children within the household may also be taken into account.

**Students who face extreme, or unexpected, financial hardship.**

These awards may be given to students, at any point in the school year, who find that their circumstances, or those of their parents, have changed after the initial bursary application procedure takes place. Payments for this category will be dependent on monies remaining in the school's Bursary Fund for the current year. Applications can be made via an online application. Discretion for awarding this category lies with the panel.

### 3. Application Process

Applications to the Bursary Fund can be made online by the end of September but can be made at any point in the academic year. All necessary evidence will need to be submitted at the time of application. Application forms will be available from the Sixth Form office. (Applications can be made at any time during the year, but funding may be restricted after this time.)

### 4. How Bursary Applications will be considered

The Awarding Panel will consist of the School Business Manager and Finance Manager. The Head of Sixth Form will NOT be a member of this panel. A member of the Sixth Form Senior Leadership Team may attend Awarding Panel meetings to offer information about applications if called upon. Students should be notified of their decisions as soon as possible.

### 5. Conditions that will apply to payments being made

Bursary monies can be used to buy books, stationery, school dress code, travel to and from school, school trips, university visits or interviews, UCAS applications, payments for meals from Sixth Form cafeteria (if not receiving FSM) and other 'access to education' related costs. Other requests will be considered by the Awarding Panel.

Students can submit claims/receipts for reimbursement online at any time during each of the six terms. It is a student's responsibility to confirm with the Sixth Form Manager that they have sufficient funds in their Bursary account before making a purchase that they intend to claim.

Any money remaining from a student's award at the end of the academic year will be returned to the main Bursary Fund. Payments for any monies spent by a student will either be by BACs transfer. Any claim for trips, resits, bus travel or UCAS application will be made by internal transfer.

If a Bursary student travels to school by bus or train, priority must be given from their Bursary Award to the purchase of appropriate travel. If a student is travelling to school by bus, a Kent 16+ Bus Pass can be purchased on their behalf by the school. (Please note that as the closing date for application to the Bursary Fund is not until the end of September, Bus Passes may not be available until Term 2.

Any bus travel expenses incurred during term 1 can be claimed separately. Train tickets cannot easily be purchased by the school on behalf of a student.

Bursary students can be issued with the funds in advance of each term with which to purchase a train ticket for the following term, if necessary, but this must be requested via the Sixth Form Manager in advance, and proof of purchase must be provided by the student when the purchase is made. (Term 1 train travel cannot be covered by an advance of funds. For any train travel expenses incurred during term 1 - tickets should be retained, and this money will be repaid to students when claims are submitted). Payment terms and conditions are fully explained in the 16-19 Learning Agreement.

In addition to the funds awarded for year 13 students, and if the Bursary Fund has a sufficient balance, the Fund will aim to provide a laptop and, towards the end of their school placement, “set up” funds of approximately £250.00 to assist with ongoing educational needs.

If Bursary funding is reduced or student applications are significantly higher, an annual review may decide to reduce this additional provision accordingly. If funds remain at the end of an educational year, the Awarding Panel will decide on their use.

## **6. How the Bursary will be paid**

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In addition to the funds awarded for year 13 students, and if the Bursary Fund has a sufficient balance, the Fund will aim to provide a laptop and, towards the end of their school placement, “set up” funds of approximately £250.00 to assist with ongoing educational needs.

If Bursary funding is reduced or student applications are significantly higher, an annual review may decide to reduce this additional provision accordingly. If funds remain at the end of an educational

year, the Awarding Panel will decide on their use.

## **7. Appeals and Complaints**

Any appeal or complaint must be made by the student who made the application following the School's Complaint Procedure as published on the school website.

## **8. Fraudulent Information**

The school reserves the right to refer to the Police any application, where monies have been awarded, that appears to be fraudulently claimed.

## **9. Budget**

The annual budget will be set by the Business Manager based on the funding received from DfE. A sum equivalent to 5% of the annual fund will be paid to the school to meet its administrative costs. The remaining budget will be safeguarded to meet the needs of all applications made by students within the academic year. Policy reviews are due annually.

Next Review due July 2026.