



CARDINAL NEWMAN  
CATHOLIC SCHOOL

2025-26

Date of Next Review:  
2026-27

**16 to 19 Bursary  
Fund Policy**

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## 1. Aims

Our school/college aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents/carers and students the type of support which is available and the means of applying for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

## 2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance>

## 3. Definitions

- 'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989)
- 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- 'Care leaver' is defined as:
  - A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, or
  - A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

## 4. Roles and responsibilities

### 4.1 The governing body

The governing body has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving this policy has been delegated to College (16-19) Link Governor and Head of College.

In our school, monitoring the implementation of this policy has been delegated to the College (16-19) Link Governor alongside the Head of College.

### 4.2 The Principal (College Leadership Team)

The Principal (College leadership team) are responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.

### 4.3 Staff

Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently.

The College (16-19) senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents/Carers

Parents/carers are expected to notify staff or the Principal (or Head of College) of any concerns or queries regarding this 16 to 19 bursary fund policy.

## 5. How we use the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students' aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

There are two types of 16 to 19 bursaries:

- › Bursaries for defined vulnerable groups; and
- › Discretionary bursaries

We use the fund to provide students with support to fund:

- › Transport to and from College (further than 2.7 miles). Exceptional circumstances will be considered.
- › Books and other learning resources (where these are not issued for loan by departments)
- › Equipment (e.g. stationery packs, scientific calculators)
- › Field trips, educational visits and other course-related costs
- › The costs of attending university interviews and open days, as well as UCAS fees
- › Food (where required- see also Free School Meals criteria below)
- › Stationery pack - all eligible students are entitled to receive a basic stationery pack in the first half term.
- › Exam resit fees - if awarded, the College will make payment directly to the College Exams Account.
- › UCAS fees - if awarded, students would need to make payment, which may then be reimbursed by the College.

## 6. Eligibility criteria for the 16 to 19 bursaries

### 6.1 Age

To be eligible for either bursary in the 2025 to 2026 academic year, students must be at least 16 years old but under 19 years old on 31 August 2025.

Students aged 19 or over are eligible only for a discretionary bursary if they:

- › Are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or
- › Have an education, health and care plan (EHCP)

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

## 6.2 Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into one of these groups:

- Be funded directly by ESFA or by ESFA via a local authority;
- Be funded or co-financed by the European Social Fund;
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19; or
- Be a 16 to 19 traineeship programme

Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are also eligible to receive a bursary in the same way as any other student participating in an eligible, publicly funded course.

Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training

Students who are studying via distance learning are eligible for either 16 to 19 bursary but are likely to require financial help on a more infrequent basis (e.g. travel to exams). If this is the case, we will provide support in-kind, such as a travel pass, details of which shall be decided on a case by case basis.

## 6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

## 6.4 Asylum seekers

Accompanied asylum seekers 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. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

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

Unaccompanied asylum seeking children:

- Are the responsibility of the local authority;
- Are to be treated as 'looked after' children; and
- Are 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.

## 6.5 Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS), or Universal Credit (UC) 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 partner; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, we will look at cases individually and base the outcome on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case by case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

To apply for the vulnerable student bursary, students must provide evidence of eligibility, for instance:

- Official letter showing they are in receipt of one of the benefits listed above.
- Written confirmation from the Local Authority of the looked-after status of the student.

## **6.6 Discretionary bursaries**

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy one or more and prove eligibility of the following criteria:

That their parents/carers are currently in receipt of a Means Tested benefit from one of the following (photocopies of the latest Means Tested benefit must be provided with the application):

- Universal Credit with a gross income of £23,000 or below per annum
- Working Tax Credit with a gross income of £23,000 or below per annum
- Housing Benefit or Local Housing Allowance
- Council Tax Reduction Scheme
- Carer's Allowance

### **Evidence required:**

A letter/award notice confirming your entitlement to benefits from one of the following:

- Universal Credit Award Notices for the most recent 3 months
- Job Centre Plus
- Department for Work and Pensions
- Your Local Authority
- Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2025/26 which shows your income from 2024/25. You must provide the full award letter.

Any letter you provide to us should be dated within the last three months. If your letter is older than three months then please provide a recent bank statement showing a relevant payment going into your account within the last three months.

Any letter provided must confirm the name and address of the person receiving the benefit(s) and this must match the address we hold for the student.

NB- If you or you parent(s)/carer(s) are not in receipt of one of the benefits listed above but are **employed or self-employed with a gross income of £23,000 or below** per annum, you may still be eligible and can apply with the following evidence:

- The most recent three months' pay slips
- P60 for the 2024/25 tax year
- Evidence of self-employed income, e.g. tax return or accountants' letter

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary. In assessing any application for a discretionary bursary, we will consider:

- › Level of household income
- › Distance to travel between the student's home and the institution, or a location for a placement (if further than 2.7 miles)
- › The number of dependent children in the student's household
- › The requirements of their study programme
- › Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

## Free School Meals

Students whose parents/carers receive one of the following are entitled to receive free school meals:

- Universal Credit(provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support (IS)
- Income based (not contribution based) Job Seekers Allowance (IBJSA)
- Child Tax Credit (where there is no entitlement to working tax credit) AND the total household income, as assessed by the Inland revenue does not exceed £16,190
- The Guarantee element of the State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Students who receive IS or IBJSA in their own right are also entitled to receive free school meals

Free School Meal should be applied for from Brighton & Hove City Council.

Apply online at: [Apply online for free school meals](#)

Successful applicants will receive a value of £2.65 to spend in the College Café each day that they attend college. This is monitored and audited in the College Café through the cashless payment system.

Any students who claim for a FSM will be recommended to apply for a college bursary.

## **6.7 Evidence**

All applications for 16 to 19 bursaries must be supported by appropriate evidence. (See above). Examples of acceptable evidence that we may further request are:

- › Previous 3 to 6 months' worth of pay slips;
- › P60;
- › Written confirmation of a student's current or previous looked-after status from the relevant local authority; and/or
- › Written confirmation of a benefit award or tax credit notice, in the name of the student (for either bursary) or the parent (for the discretionary bursary)

## **7. Application and payment process**

### **7.1 Applications**

Applications should ideally be submitted by the start of the Autumn Term to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified via email whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

### **7.2 Payment process**

Payments are made using the following process:

Make in-kind payments, such as travel passes, books, equipment or vouchers for meals

Make payments by BACS transfer to the student's bank account

All payments are made by the Finance Office.

### **7.3 Conditions for the receipt of bursary payments**

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

Attendance above 90% [subject to exceptional circumstances]

Following your sixth form code of conduct

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact



on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

Appeals: Students have the right to appeal against any decision made. Your appeal should be made in writing to Mr R Marsh, Assistant Head, within two weeks of receiving your award/letter declining support.

## **8. Change in circumstances**

If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

## **9. Record keeping**

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, household income evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule. Application forms and eligibility requirements are available on the school/ College website.

## **10. Monitoring arrangements**

This policy will be reviewed by Principal (and Head of College) every year. At every review, the policy will be approved by the Principal and the Governing Body.