



HAYES SCHOOL

16-19 Bursary Fund Policy 2025/26

Autumn 2025

Reviewed annually

Next Review: Autumn 2026

Policy Aims/Statement:

The 16-19 bursary fund is allocated to schools, aimed at students who would be unable to stay in education without financial help for items such as transport, meals, books and equipment.

This policy is available on the school website and awareness and promotion of the fund to the Sixth Form is by widespread campaigning (assemblies, Parent Sixth Form Bulletin and tutor evenings) or through more bespoke interventions (Previous PP/FSM students or teacher/mentor recommendations).

Eligibility

To be eligible to receive a bursary a student must be aged under 19 on the 31st August in the academic year in which they start their programme of study and must satisfy the residency criteria in the EFA Funding guidance 2023/24 <https://www.gov.uk/1619-bursary-fund>

To continue to receive a bursary the student must:

- Have a minimum of **90% attendance** (no unauthorised absences)
- Have an average Attitude to Learning (**ATL**) of **2+**
- Behave within the parameters of the school behaviour policy.

A bursary request can be used to cover the costs required for a student to participate in their education. In addition, all bursary payments are paid by the school for designated equipment, dress code items, lunch, and trips. All bursary allocations are held by the school and are paid when costs are incurred by the student, this might require the student to identify items of need which the school will purchase on their behalf. On rare occasions Bursary payments may be made directly to the students for items such as travel, however the student **must provide a receipt** via the <https://www.hayes.bromley.sch.uk/sixth-form/sixth-form-life/bursary-application/>

Items which can be purchased through the bursary fund:

- Textbooks/Academic Extended Learning Books (specified by department reading lists) -
- Specialist subject equipment, for example graphical calculators for use in A-Level Mathematics.
- Clothing, in line with the Sixth Form Dress Code
- Hayes School branded sports equipment for use when representing the school in a range of sports.
- Essential Subjects Trips, for example Geography field trips to undertake study for coursework elements. These must be linked to the subject a student is undertaking.
- Stationary (a small supply is held within the Sixth Form office for emergency purposes).
- Public Transport Travel costs to and from school (Where the use of Oyster is not permitted or accepted)
- Public Transport Travel costs to and from university open days/interviews and apprenticeship interviews.

Please note: We are unable to purchase technological hardware such as laptops or printers. The bursary can be used for some software packages linked to student outcomes but we request student check this with the Sixth Form and the Finance Department prior to purchase to ensure these meet the conditions for bursary.

In order to support student effective spending of the bursary we will follow the below funding streams. Please note these are our suggestions for spending and will be reviewed with students on a case by case basis:

- Stream 1 – Up to 50% of a student's bursary budget should be spent on subject specific items such as textbooks or essential trips which support the learning of subjects.
- Stream 2 – Up to 25% of a student's bursary budget should be spent on dress code items.

- Stream 2 – Up to 25% of a student's bursary should be spent on items such as travel (both to schools and next steps destination), school restaurant payments (where the students is not in receipt of free school meals (FSM)), and sundries to support their education i.e. stationary.

If an existing applicant's situation changes, then the applicant may reapply for the new level of funding as described in the 3 levels below. No bursary funding will be offered where an application form is not received and completed in full with supporting evidence provided.

5% of the Bursary fund will be used to pay for administration of the fund.

The school will use payment in kind wherever possible outlined above.

Payments will be by BACS transfer as far as possible and if needed.

Some of the money to cover an individual's curriculum related activities such as field trips may be held back at student request.

Levels of Bursary Payment

There are three levels of bursary payment.

Level One: Vulnerable Student Bursary

Up to £1200 per annum:

This will be paid to applicants who are in care, care leavers, young people in receipt of Income Support/Universal Credit and disabled young people in receipt of **both** Disability Living Allowance/Personal Independence Payments **and** Employment Support Allowance. These payments are processed through the school and the Student Bursary Support Service, so we recommend an application at the earliest convenience.

*Please note that to receive this level the criteria above **MUST** apply to the student and not parents or carers'. *

Level Two: Discretionary Bursary

Up to £700 per annum:

This will be paid to applicants who were in receipt of free school meals in Year 11, or where families are receiving Jobseeker's Allowance, Employment & Support Allowance, Income Support, pension Credit, Universal Credit, Housing Benefit, or Council Tax Benefit.

Students should apply for funds for specific educational purposes. The Assistant Principal: Sixth Form will review each claim for approval.

Level Three: Discretionary Bursary

Up to £350 per annum:

This will be paid to applicants with an identifiable financial need who do not fall into any of the categories listed in Level One or Two, but who may find it difficult to stay in education, or could be deemed at a disadvantage when compared to others if their need was not met.

This is likely to be where parents/carers annual income falls below £32,000 (UK median income level)

Students should apply for funds for specific educational purposes. The Assistant Principal: Sixth Form will review each claim for approval.

Application Process

Students are to be encouraged to apply for a bursary as soon as possible after admission in September using the online application form application form. This can be [found](#) here. The bursary is promoted via the welcome assemblies, tutor notices, and parent forums.

A student in receipt of a bursary at the end of Year 12 ***MUST*** reapply for the bursary at the start of Year 13, there is no automatic transfer between years, unless the student is in care or a care leaver as they are automatically entitled to the Level 1 Bursary. No bursary funding will be offered where an application form is not received and completed in full.

For the avoidance of confusion, applications must be made by the student, and purchases are made by the school on behalf of the student. If a direct payment is needed this will be made directly to the student via BACS. The school will not consider applications from parents/carers, nor will payments be made to anyone other than the student in question.