



Ormiston Bushfield Academy

16-19 Bursary Fund policy

Policy version control

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1. Summary

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.

There are two types of 16 to 19 bursaries:

- **Vulnerable Bursary** - For young people in one of the defined vulnerable groups.
- **Discretionary Bursary** - Awarded by the Academy to meet individual needs i.e. help with the cost of transport, meals, books and equipment.

You can find all the files required and the online application form using the following link:

<https://www.bushfield.co.uk/sixth-form>

2. Eligibility Criteria

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

- Be aged over 16 and under 19 on 31st August 2025 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').
- Be enrolled should be enrolled as a full time student on three level 3 courses.
- Meet the ESFA's residency criteria as set out in the ESFA Funding Guidance.

3. Bursary Groups

This policy meets the requirements of the Department for Education's (DfE) 16-19 Bursary Fund Guide 2025/26, providing pupils with the opportunity to benefit from the fund at different levels according to individual circumstances. There are three groups at whom the academy policy is directed:

- **Bursary Level 1 – Vulnerable Student Bursaries**

The Academy can approve up to £1,200 of bursary funding which will be paid to students who are in one of the following 'vulnerable groups' as defined by the EFSA:

- In Care or Care Leaver
- Receiving Income Support or Universal Credit in their own right
- Receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in their own right

- **Bursary Level 2a – Discretionary Bursaries (household income below £16,000 per annum) or where a student is eligible for a free school meal.**

This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be **below £16,000** per annum, to include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit and working tax credit, however, child benefit may be excluded.



- **Bursary Level 2b – Discretionary Bursaries (household income below £25,000)**

This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be **below £25,000** per annum, to include income from employment, pensions payments, jobseekers allowance, all tax credits including child tax credit and working tax credit, however, child benefit may be excluded.

- **Bursary Level 3 – Discretionary Bursaries (for pupils not in the above category) ** Applications / Requests accepted from February 2026 only****

The 16-19 Bursary Fund is limited. If funds remain after the above bursaries, students not in receipt of the above bursaries may apply towards the costs of transport, equipment, school trips in the UK, visits to universities etc. Decisions will be made on a case by case basis, and must demonstrate a real need for assistance. Students applying will be required to provide evidence of family income. Evidence of payment of costs will be required (please ensure you keep receipts where possible).

4. How to Apply

Students are required to complete the online 16-19 Bursary Funding application form in the presence of their parent/guardian via the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSdToj6L2hVUHGmnEPjGamfokPBI5rNgWNuxdqzqAmAQIx-HkA/viewform?vc=0&c=0&w=1&flr=0>

Details required:

- Student details
- For vulnerable bursary applications – confirmation of status
- For discretionary bursary applications – confirmation of income
- Student Educational Needs
- Student bank details – in their own name
- Declarations
- See Section 7 – Student Education Needs

Important

- Students and their parent/guardian must take great care to ensure information provided to the academy 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.
- The bank account details provided must be in the **student's own name**.

Following the completion of the bursary application, the relevant evidence must be emailed to : bursaryapplications@bushfield.co.uk in order for the application to be assessed and processed. Please include the student's name in the title.



5. Evidence required:

Bursary Level 1

- **You** are living in care
- **You** have recently left care
- **You** are receiving Income Support or Universal Credit because you are financially supporting yourself, or financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner
- **You** are receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as Employment and Support Allowance of Universal Credit in your own right

Bursary Level 2

- Award notices of any benefits received (this must clearly state the name of the person receiving the benefit). Form TC602(C) will provide the Academy with the necessary information.
- Payslips covering the three months prior to the application
- Tax Credit Award Notice (three month's payslips also required as proof of earnings)
- Universal Credit Award Notice covering the 3 months prior to the application (include last 3 months payslips)
- If self-employed: authorised evidence of income
- Please give details of any unearned income i.e. shares/investments, savings and rental income

Important

All applications and evidence must be submitted by Friday 26th September 2025. Late applications will always be considered depending on funds remaining to be allocated, but payment cannot always be back dated.

6. Assessment Procedure

The awards listed below are the maximum payments which can be made subject to the numbers of students who are accepted and **are not guaranteed**. They will be determined according to family income and costs expected by the student.

The amounts awarded to each student eligible for a level 2 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 than the maximum. The Academy will seek to ensure total payments do not exceed funding provided by the DfE.

| Tier | Eligibility Criteria for Level 2 Bursaries | Maximum Bursary Awarded for whole year |
|------|--|--|
| A | Students in receipt of Free School Meals | £1,000 |
| B | Students whose family are in receipt of universal credit and earned income is below £7,400, not on free school meals | £800 |
| C | Students with family household earned income between £7,400 - £30,000 | £600 |



Important

- Students who are in receipt of Free School meals (Tier A) will not be required to provide evidence of income. You can find out if you are entitled to free school meals by visiting the Government website: <https://www.gov.uk/apply-free-school-meals>
- For Tiers B and C - evidence of household income for all parent(s) is required to support the application.
- You will be notified by the Academy finance team as to whether your application has been successful and how much bursary funding you have been allocated

7. Student Educational Needs

As part of the online bursary application, students are required to indicate how much they may need to spend on items to help them stay in education (i.e. Tier B student may be eligible for £800 award but with needs of only £300, the amount made will be limited to £300).

The list below is an example of the costs that students may receive bursary support for:

- Travel to place of education
- Academy uniform / sports kit
- Trips and UK education visits - we may fund up to £100 for trips
- University visits / interviews
- Curriculum materials / equipment – books, revision guides, consumables, etc.
- Examination fees including re-sit if applicable
- Music tuition fees – for tuition organised by the school.
- ICT equipment – the Academy is happy to support students with the purchase of ICT Equipment to support their studies
- Any other costs that will help students overcome financial barriers to participation in education

8. Payments

In order for students to be paid, they must complete the following steps:

- a) Students are required to complete an Excel claim form to confirm their claims. This can be downloaded using the following link : <https://www.bushfield.co.uk/admin/wp-content/uploads/sites/11/2022/09/Bursary-Claim-Form-202223.xlsx>
- b) The completed form and receipts must be emailed to : bursaryapplications@bushfield.co.uk in order for the claims to be processed. Please include your name in the title of the email.
- c) The Academy will endeavour where possible to make payments on behalf of the students. Please also note that some items may not be fully funded e.g. payment for an academy trip
- d) Payments are issued to students four times per year; claim forms and receipts must be submitted by the dates below for payments to be processed.



f) There are four opportunities (see below) to submit claims and receipts. After your claim and receipts have been reviewed to ensure they meet the criteria of the grant you were awarded, a payment of the full amount requested will be made within 3 weeks

Claims Form and Receipts Due Dates

1 - Friday 21st November 2025

2 - Friday 23rd January 2026

3 - Friday 20th March 2026

4 - Friday 15th May 2026

Important

- It is imperative that all claims and receipts are emailed to : bursaryapplications@bushfield.co.uk within the deadlines above in order for payments to be made. Any claims made **after** the claim dates will be rolled over to the next claim period.
- Claims may only be made with associated receipts.
- Full payment of the bursary to the student is dependent on the delivery of the **Conditions** listed in the next section.
- **The Academy is no longer able to make cash payments or cash transfers to student accounts.**

9. Conditions

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

- Have a target attendance of **95%**. Students with below 95% attendance are at risk of their bursary payments being withheld. Students with below 90% 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.)*
- Be punctual to all lessons.
- Demonstrate good behaviour.
- All work required by teaching staff will be submitted to the deadline set.

10. Confidentiality

The Academy will ensure that applications are handled confidentially. For audit purposes, however, computerised copies of all documentation for learner support 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.

11. Equal Opportunities

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.