



THE KING'S SCHOOL

GRANTHAM

16-19 Bursary Fund, Policy and Guidance

The 16-19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The main aim of this is to ensure that all students can access school and learning as fully as possible. Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (this will vary from school to school based on demographic information). There are 2 types of 16-19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary bursaries which institutions award using policies they set, in line with these funding rules.

The bursary fund is intended to help students with the essential costs of participating in their study programme, so, for example, to help contribute towards the cost of essential books or equipment or with the cost of travelling to school. The bursary fund is not intended to support costs not related to education (living costs), extracurricular activities or provide learning support, nor is it intended to provide services that institutions give to students such as counselling, mentoring or extra tutoring.

1. Eligibility Criteria

A student must be aged 16 or over but under 19 on 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

Students must meet the residency criteria in ESFA funding regulations for post-16 provision.

2. Bursary Groups

Bursary for Vulnerable Group (as defined by the Department for Education)

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable group. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. The defined vulnerable groups are students who are:

- In care
- 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.



- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

Discretionary Bursaries

The King's School sets its own eligibility criteria for discretionary bursaries, although we must follow the guidelines set by the Department for Education.

The King's School has decided on two key groups who may be eligible for a discretionary bursary award:

Bursary Level 1 – Discretionary Bursaries (household income below £30,000)

To be eligible, the student's family's gross household income must be below £30,000 per annum. This includes the combined income of all adult members of the household such as salary, benefits or unearned income (e.g. savings, investments, rental income).

Bursary Level 2 – Discretionary Bursaries (for pupils not in the above category)

Students facing exceptional circumstances such as caregiving responsibilities for relatives or having a large number of siblings. In such cases the £30,000 threshold may be increased.

Eligibility for discretionary bursaries is determined based on individual financial need, and awards are made on a case-by-case basis. The total amount awarded may vary depending on the circumstances and we do not offer blanket or fixed-rate payments.

The King's School also maintains a small emergency fund to assist students who experience significant changes in their financial situation during the academic year.

If a student is awarded a discretionary bursary in Year 12, they may continue to receive funding in Year 13, provided there has been no significant change in their household's financial circumstances. In this case, students can submit a signed declaration (endorsed by a parent or guardian) to confirm that their situation remains the same.

New applications can be submitted at any time should financial circumstances change.

3. How to Apply

Students are required to complete the 16-19 Bursary Funding application form in the presence of their parent/guardian. The Bursary Application Form can be downloaded from the school website and is also available from the Sixth Form Team. The deadline for submitting start of year applications is 31st October 2025 although applications may be made at any time if a student's financial circumstances change. Applications should be returned with required evidence to Mrs Hutchins in the Sixth Form Study Centre. Successful applicants will be informed of their eligibility by letter. The confirmation letter will outline the attendance and attitude learning requirements that students must meet.



Students and their parent/guardian must take great care to ensure information provided to the school 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. Failure to repay the award may lead to police involvement / court action.

The bank account details provided must be in the student's own name.

4. Evidence Required

If you are applying for a bursary for Vulnerable Group, the following evidence is considered appropriate by the Government:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- For students in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training.
- For students in receipt of UC, institutions must also see a document such as tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and for students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

If you are applying for the Discretionary Bursary the following evidence is considered:

- P60, tax credit award letters or three recent Universal Credit award statements (for applications made in September, statements for June, July and August are required). We may ask you for copies of your three latest bank statements.

5. Conditions of Funding

16-19 Bursary Funds can only be used to help offset costs considered essential to a student's education, which would otherwise prevent a student from attending school or participating. The following are examples (but not limited to) of contributions and payments:

- Contribution towards transport to and from school
- Uniform/sports kit
- Books and equipment
- Contribution to curriculum-related visits, field trips and residentials
- Travel to university open days and/or interviews and work experience
- Provision of IT equipment (on loan during the time the student is eligible for funding; ownership is retained by the school).

Students must meet the following criteria to receive their bursaries:

- Have a target attendance of 96%. Students with below 96% 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.

6. Complaints or Appeals

All students have the right to appeal the decision not to award a 16-19 Bursary and must submit a letter to the school within two weeks of receiving their decision letter.

Any student or parent who is unhappy with the handling of their application for bursary funding or wish to make an appeal should follow the school complaints procedure.

7. Confidentiality

The School 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.

8. 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.

9. Review

This policy will be reviewed on an annual basis, taking into account the views of The King's School students and their parents and in line with statutory guidance from the Department for Education (DfE) and the Education Funding Agency (ESFA). If you would like some further information, a guide for students and their parents is available on the gov.uk 16 to 19 Bursary Fund page.