



16-19 Bursary Fund

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **2 July 2026**.

This Policy has been written to inform students of Ermysted's Grammar School and their parents/carers about the 16-19 Bursary Fund and how it works within the School. This Policy may be subject to change.

What is the 16-19 Bursary Fund and who is it for?

This is a Bursary Fund aimed at supporting Sixth Form students from low-income households.

- This discretionary fund **is** intended to help students with the essential costs of participating in their study programme, for example: essential books, equipment, or travel to school.
- The bursary fund **is not** intended for non-education related costs, such as general living costs, extra-curricular activities, non-essential school activities, learning support and pastoral services that the school provides, such as counselling, mentoring or extra tutoring.

The School receives a limited amount of funding via the Local Authority each year.

Who Administers the fund?

The Bursary Fund is administered by the Finance Manager. The role of administering the fund is to ensure that the school is compliant with the latest Government Guidelines.

The contact details are:

Samantha Poole

Finance Manager

Ermysted's Grammar School

spoole@ermysteds.uk

01756 792186 (5 for Finance)

What Information do we collect?

The categories of information that we collect and hold include the following:

- Personal information of students and their family members (e.g. name, DOB and address).
- Financial information provided by students and parents/carers in relation to their application.

Please see separate policy on the school website for details (**16-19 Bursary Fund Privacy Policy**).

Why do we collect your personal data?

We use the information we collect:

- To confirm the financial needs of the household the student is living in.
- Based on this we will follow specific criteria to make a decision as to whether the student is eligible for additional financial support.

We only hold the information that you have provided as part of the application process.

Eligibility Criteria

To be eligible for a discretionary Bursary students must:

- Be aged under 19 on 31st August in the academic year in which they start their programme of study.
- Satisfy ESFA residency criteria (this is to be 'settled' in the UK for a period of 3 years or more).
- Comply with the terms of the Key Stage 5 (KS5) Attendance Policy.
- Comply with the terms of the Sixth Form Learning Agreement.
- Have a clear financial need.

Financial Need?

Students must demonstrate they have a clear financial need. This will be assessed through the application process.

Households will be evaluated on:

- Receipt of targeted free school meals (The School will verify those in receipt of targeted free school meals and no further financial assessment needs to be made).
- Other means tested benefits - those on other means tested benefits will be required to produce evidence of such benefits.
- Total household income of less than £28,000 pa – evidence will be required as part of the application process.

Passing the eligibility threshold for a discretionary bursary does not guarantee funding. The level of support available will be dependent on a number of factors. This includes the funding received from the Local Authority in that Academic Year, the individual circumstances of all applicants, the number of applicants and the nature of the funding request.

Named Vulnerable Groups Bursary

A bursary is also available for students from the following named vulnerable groups, however there will still be a requirement to show that there is a financial need, it is not automatically awarded;

- Young people in care.
- Care leavers.
- Young people in receipt of Income Support/Universal Credit (financially supporting themselves).
- Young people in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP), and also Employment and Support Allowance or Universal Credit.

These students are entitled to **up to** £1,200 per year. The amount paid out will relate to actual requirements during the year, and claims must be made to show the need, no lump sums will be given.

Application Process

- Applicants should complete an online Bursary Application Form which requires proof of income for the household.
- All applications must be submitted with the requested evidence. Failure to present sufficient evidence will result in the application being declined.
- All applications will be approved or otherwise by the Finance Manager.
- Applicants will receive an automated email from the system to confirm whether they have been successful or not.
- The student and/or parent/carer must inform the School immediately of any changes to status that mean they may no longer be eligible under the criteria above, otherwise this may result in money having to be paid back to the School.
- Students are required to re-apply each academic year.

Claims

If an application is successful, instructions on how to make claims will be provided via email. A claims form (with evidence) will be required – this must be completed via the online system.

Claims need to be submitted by the second to last week of each term, this allows time for review, approval and payment before the end of each term. Dates will be confirmed in the instructions issued and must be adhered to, late submissions will not be paid until the new term starts.

Bank Account

A specific criterion for the funding is that it is for the student. In order to meet this, all students must have their own bank account – any claims paid out will be made directly to the student via a bank transfer. In some cases, the school may purchase the goods and services or credit a ParentPay account on behalf of the student rather than paying the student directly.

Attendance/Behaviour Compliance

As part of the internal claim approval process, confirmation will be required from the School's Sixth Form Staff that students have met the attendance and behaviour requirements each term. The Finance Manager will reject any claims where these requirements have not been met.

Persistent and Severe Absence:

Attendance data and the punctuality of pupils is closely monitored at the school and regularly reviewed by school leaders and governors. Attendance below 90% is defined by the Department of Education as **persistent absence** (no distinction is drawn between authorised and unauthorised absence). Attendance below 50% is defined as **severe absence**.

What is Covered?

The purpose of the Bursary is to cover **essential costs** related to the student's education. It does not cover extra curriculum activities and/or living costs. Below are some examples of items that are covered, in all cases receipts/tickets **must be kept** either on paper or screenshots and provided as evidence with any claims. Claims will be rejected where proof of purchase cannot be evidenced.

Examples of specific education purposes:

- Public Transport to and from School – bus pass or individual tickets – evidence must be provided.
- School meals purchased in the Refectory – evidence of consumption in the cashless system.
- Books and equipment required for study – once purchased, books and equipment remain the property of the School and must be returned at the end of the course or when the student leaves School.
- Curriculum trips and visits – where a cost is charged and attendance verified by the member of staff organising the trip. Please note this is only for trips that are required as **part of the curriculum**. There may be some assistance towards general residential trips depending on other funds available and confirmation should be sought from the Finance Office before any commitment is made to attend.
- Uniform items – receipts must be provided and expense claims reasonable. For example, an allowance of up to £50 for standard black school shoes and PE trainers would apply.
- Basic stationery items.
- Expenditure related to University Open Days – a maximum of three - which must appear on the student's list of five verified by the form tutor. All receipts must be retained and provided as evidence. This normally covers travel (either public transport or a mileage allowance for petrol); in exceptional circumstances reasonable allowances for food/accommodation may be covered where long distances are involved and the timing of the Open Day or interview necessitates this.
- The loan of a laptop for the duration of attendance in the Sixth Form, this will remain the property of the School and must be returned when the student leaves the School.

Examples of expenses not covered:

- Additional tutoring costs/online courses.
- Expensive clothing items/sports equipment such as high value footwear.
- Purchasing of own laptops/electrical equipment. Assistance is provided through the laptop scheme; the School cannot refund purchases made directly by students.

The policy may need to be updated periodically; therefore, it is recommended that you revisit this information from time to time.