

# Bursary Policy

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## LYMM HIGH SCHOOL SIXTH FORM

### 16-19 Bursary Fund Policy & Guidance

#### BACKGROUND

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to essential participation so they can remain in education. The amount of funding available for each school to distribute has been determined by the government and there is a finite amount of funds to be distributed. Lymm High School is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

#### ELIGIBILITY

There are two types of 16-19 bursary:

- **Vulnerable** bursary of up to £1,200 per year for young people in one of the defined vulnerable groups AND they have an actual financial need.
- **Discretionary** bursaries which institutions award to meet individual needs, for example, to help with the cost of transport, meals, books and equipment.

To be eligible to receive a bursary, a student must meet the eligibility requirements as set by the Education & Skills Funding Agency<sup>1</sup> and demonstrate an actual financial need. The key requirements relevant to those at the Sixth Form are:

- Must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.
- Must meet the residency criteria in DfE funding regulations for post-16 provision<sup>2</sup>. Those on 1 September who are settled in the UK and have been ordinarily resident in the UK for the preceding three years will be eligible as will certain other groups.

#### BURSARY FUND TYPES

**Vulnerable Bursaries** are worth up to £1,200 per year and are designed to support the young people in most need, identified by the government as:

- Young people in care
- Young care leavers
- Young people in receipt of Income Support or Universal Credit in their own right
- Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Students should only receive the amount they need for essential participation in their courses, and institutions must not automatically award students £1,200 if they do not need the full amount. We may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. We can refuse a student's application on this basis. The amount awarded depends on costs and needs associated with the student's course. This might include money for books, equipment or travel costs to school or college. This will be reviewed and agreed in an Assessment of Need meeting (see below).

**Discretionary Bursaries** are for students in low-income households and are assessed by three levels of **eligibility** and **assessment of need**:

<sup>1</sup> [16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](#)

<sup>2</sup> [Advice: funding rules for 16 to 19 provision 2025 to 2026 - GOV.UK](#)

### Discretionary Eligibility:

LEVEL	HOUSHOLD INCOME	ENTITLEMENT
1	Less than £17,500	100% of the available award based on the assessment of need.
2	More than £17,500 but less than £25,000	75% of the available award based on the assessment of need.
3	More than £25,000 but less than £30,000	50% of the available award based on the assessment of need.

### Assessment of Need:

EXAMPLES OF NEED	TYPICAL COSTS
<b>Transport:</b> i.e. a contribution to a bus pass for travel to and from school (for students who live outside of Lymm)	£150 - £250
<b>Course materials and equipment</b> i.e. textbooks, stationary, calculators or course materials for Art, DT or Fashion	£50 - £100
<b>Field trips and educational visits</b> i.e. Geography field trip, Biology field trip, whole year group visits to Universities, Art trips, Languages Trip, Science and Maths trips, etc.	£40 - £200
<b>Lymm Sixth Form Uniform</b> i.e. blazer, shirt, shoes.	£50 - £150
<b>School Food</b> – i.e. Lunchtime meal deal £2.70 per day	£2.70 per day

### Award Level:

Students' eligibility and assessment of need will be reviewed and one of the following Awards will be granted:

LEVEL	ENTITLEMENT
1	Students will receive up to £250 to cover essential costs.
2	Students will receive up to £200 to cover essential costs.
3	Students will receive up to £100 to cover essential costs.

## APPLICATION

Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to Sixth Form Student Services as soon as possible after receiving their confirmation of enrolment in August. The appropriate documentation to prove entitlement, e.g. a letter setting out a benefit entitlement, 3 months of benefit statements, or written confirmation of the student's current or previous looked after status should accompany this application. Applications should reach us by no later than **Friday 19 September 2025**. Applications may be made later in the year in the case of a change in your financial circumstances. Students must apply for the Bursary Fund at the start of each academic year, as financial circumstances need to be reviewed.

## ASSESSMENT OF NEED

Applications will be reviewed, and a provisional award granted, subject to a full Assessment of Need Meeting which will take place between the Student and a Member of the Sixth Form Team in the first weeks of the academic year. This meeting is an essential step in ensuring that any funding awarded is based on a fair and accurate understanding of the student's need for financial support towards essential costs of accessing their courses. During the meeting, the student will be supported to discuss what financial barriers they may face, and identify the essential costs related to

their education—such as transport, uniform, equipment, course materials, and food. Together, a plan will be agreed and budgeted for how the students' bursary award can best be used throughout the academic year. This process helps us make sure that the limited bursary funds are allocated to students with the greatest need, in line with government guidance. It also ensures that support is tailored to what students genuinely require to participate fully in their education.

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## **LEVEL AWARDED**

After the Assessment of Need Meeting, the Bursary Fund Level and amount awarded will be notified in writing to both the student and their parent/ carer. Please note that there is a possibility of no award, or a limited award being granted.

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## **PAYMENTS**

Bursaries will be paid 'in kind' rather than in cash. For example, school will settle payment for school uniform directly with Touchline. In the case of books or equipment (which should be ordered through school), these should be returned at the end of the course to enable them to be re-used by other eligible students.

In the case of bursaries for students in the defined vulnerable groups, the value of these items and how their cost is deducted from the £1,200 will be made clear to students and those that support them.

Where students are entitled to support with purchasing school uniform, they must note that school shirts/ties can only be bought from Touchline, although all other uniform can be purchased from any retailer. Where students are granted a Provisional Bursary Award, they may order essential uniform items, prior to the start of the academic year, by emailing [lhughes@lymmhigh.org.uk](mailto:lhughes@lymmhigh.org.uk)

The school will reimburse all costs (by BACS) directly to the student, up to an agreed amount depending on the level awarded and assessment of need, providing receipts are provided to Mrs Hughes.

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## **EVIDENCE**

Household income can be evidenced by 3 months statements of receipt of benefit and/or P60, Tax Credit Award Notice / Universal Credit Assessment or evidence of self-employment income. We will need to see the last 3 months of statements as evidence. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be kept in strict confidence.

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## **ATTENDANCE AND BEHAVIOUR REQUIREMENTS**

The vast majority of the support the bursary can provide for students will be front loaded and given at the start of their courses, as it is essential for students to have the correct uniform, equipment and resources to access their studies.

Throughout the year students will be able to access additional funding, as and when it is needed. This may be for school trips, additional resources and or unforeseen costs. In order to qualify for these additional payments students must adhere to the following criteria:

- Students should have 100% attendance at all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that week. If students are unacceptably late to lesson or registration, then these will count as absence and payment will not be made.
  - Students must have positive points in their lessons each week.
  - All payments will be subject to review by the Head of Sixth Form.
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## **CHANGES IN CIRCUMSTANCE OVER THE ACADEMIC YEAR**

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances. Additionally, the school will retain a small emergency fund to be used for meal support for students most in need.

If a student uses all their fund for essential costs and finds that they require further financial assistance due to unexpected costs, they may request further funds. Their request will be considered, but there is no guarantee that additional funds will be available, therefore students must manage their Bursary Award carefully with the support of the Sixth Form Team.

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## **DECISIONS**

All applications will be considered and assessed by the Sixth Form panel comprising of the Headteacher and Head of Sixth Form. Students are assured that their application is made in strict confidence. The student/parent/carer will be notified of the decision, and an indication of the amount, if applicable, within 21 days of receipt of the application. You have the right of appeal to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

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## **QUERIES**

Any queries relating to an application should be made to Mrs L. Hughes in Sixth Form Student Services in the first instance, by telephone on (01925) 755458 Ext. 124 or email at [lhughes@lymmhigh.org.uk](mailto:lhughes@lymmhigh.org.uk)