



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

Educational excellence for our City

16-19 Bursary Policy 2024 / 2025	
Committee	Finance and Premises
Policy Type	School Policy
Policy Owner	Director of Post-16 Studies
Statutory	No
Publish Online	Yes
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Review Cycle	Annual
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Expiry Date	July 2025
Version	2

1. Policy Statement

- 1.1 The 16-19 Bursary Fund is made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to aid 16–19-year-old students whose access to, or completion of, education is inhibited by financial constraints or barriers.
- 1.2 This policy outlines the way the 16-19 Bursary Fund will be managed and adheres to the ESFA guidance 16 to 19 bursary fund guide 2024 to 2025 academic year.
- 1.3 This policy does not form part of any employee’s contract of employment, and it may be amended at any time.

Roles, Responsibilities and Implementation

- 2.1 The King Edward VI Lordswood School for Girls Governors Finance Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Post 16 Attendance and Bursary Officer.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

Aims

- 3.1 To provide financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

Funding Outline

- 4.1 Funding is split into three types

- Vulnerable Bursary
- Discretionary Bursary
- School Meal Allowance (FSM)

- 4.2 Bursary for Defined Vulnerable Groups.

A vulnerable bursary of up to £1,200.00 (per academic year) is available for students who are in the following defined vulnerable groups:

- In care, (including unaccompanied asylum-seeking children)
- Care leavers (previously looked after)
- Receiving Income Support, or Universal Credit 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

- 4.3 The Discretionary Bursary is for students who need financial help but do not qualify for a bursary for defined vulnerable groups.

The discretionary bursary will be paid in line with the student’s financial needs, this will be agreed in advance.

- 4.4 School Meal Allowance - Students can apply to receive a daily school meal allowance if they received FSM in Year 11 (new Y12's only) or meet the following criteria:

Students in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance o Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Eligibility

Age and Residency

- 5.1.1 Age 16 or over but under 19 on 31 August 2024,
- 5.1.2 Aged 19 or over on 31 August 2024 and have an Education, Health and Care Plan (EHCP)
- 5.1.3 Aged 19 or over on 31 August 2024 and continuing a study programme they began aged 16 to 18 (this must be the same programme they started before they turned 19)
- 5.1.4 A UK resident or meet the ESFA residency criteria
- 5.1.5 Students aged 19 or over are not eligible for bursaries for vulnerable groups.

5.2 Financial Need.

Students will be eligible for discretionary bursary if their household income is £30,000 per annum or below. Evidence of household income must be provided at the time of application (see appendix 1).

Application Process

- 6.1 Bursary applications will open following enrolment at King Edward VI Lordswood School for Girls Sixth Form on Monday 9th September 2023. Students can apply at any time throughout the academic year. Applicants should be aware, however, that the 16-19 bursary fund is cash limited and can only be allocated whilst the funding lasts. Applications may therefore be unsuccessful later in the academic year if funds are no longer available.
- 6.2 A new application must be submitted each academic year unless instructed otherwise.

- 6.3 The Post 16 Attendance & Bursary Support Officer will check each application to assess whether all criteria is met.
- 6.4 Students will be informed in writing of the decisions of the Finance Department.
- 6.5 In determining payments of the 16-19 Bursary Fund students will not be discriminated against based on their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

Distribution of funds

- 7.1 Students wishing to purchase items must do so through the bursary application portal.
- 7.2 Reimbursement of paid items. (only if agreed in advance). If items have been purchased by the student, proof of receipt will be required.
- 7.3 Reimbursement will only be made directly into a bank account in the student's name. Bank account details must be provided to the Post 16 Attendance & Bursary Support Officer.

Appendix I

Evidence of Total Household Income

- P60 5 April 2024 or payslip - month 12 or week 52
- Pension (state or private) Most recent award notification
- Working Tax Credit / Child Tax Credit ALL pages of April 2023 to April 2024 tax credit award
- Income Support An award letter less than 6 months old
- Jobseeker's Allowance An award letter less than 6 months old
- Employment & Support Allowance. An award letter less than 6 months old
- Disability Living Allowance / Personal Independence Payment An award letter less than 6 months old
- Universal Credit THREE most recent full monthly statements

Appendix II

Essential Educational Needs

- Travel to and from school on public transport only.
- Textbooks
- Educational equipment such as calculators, geometry sets
- ICT provision, including laptops (these will remain the property of King Edward VI Lordswood School for Girls)
- Protective clothing needed for a particular course
- Stationery will be issued via the in-school bursary store