



## **Sir Geoffrey Leigh Academy 16-19 Bursary Fund Policy 2025/2026**

### What is the 16-19 Bursary Fund?

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 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries

Both types of bursary funding are to help eligible students with essential costs of participating such as travel to and from school or college or to buy essential books, equipment, or specialist clothing (protective overalls, for example) that are required for their study programme. These are items a student would otherwise need to pay for to participate.

### Who is eligible to apply for 16-19 Bursary Funding?

Students following government funded full time courses, who are 16 to 19 years and satisfy one or more of the following criteria:

- Students aged at least 16 and under 19 years of age on 31st August 2024, who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Asylum seekers.
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents.

### Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August 2024.
- Students who do not meet the residency qualifications.

### How does The Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There will be three priority groups, categorised as high, medium and low:

## High Priority Group

Students aged under 19 on 31st August 2025 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Teenage parents in receipt of income support
- Young carer
- Are disabled and in receipt of Disability Living Allowance

Eligible students will be guaranteed a £1,200 bursary for costs such as transport, equipment etc.

## Medium Priority Group

Students who fall into any of the following category:

- Live in a household with a gross annual household income of below £20,000
- Teenage parents not in receipt of income support

## Low priority group

- Live in a household with a gross annual household income of between £20,000 and £25,000

## Applications

A 16-19 Bursary Fund Application form must be completed and returned to Mrs Mace-Baker, Post-16 Administrator, by Friday 26th September 2025 to ensure receipt of any bursary funds in line with the dates advertised. Any applications received after Friday 26th September 2025 will still be considered under the same criteria but any payments may be delayed.

## Evidence

We require two proofs of income and where applicable three months of consecutive statements.

- Receipt of any Benefits (ie Income Support, Disability Living Allowance)  
Tax Credit/ Family Credit Award Notice
- P60  
Tax Credit/ Family Credit Award Notice
- Evidence of Self Employment Income  
Tax Credit/ Family Credit Award Notice
- Monthly bank statement

## Criteria

Receipt of any funding is dependent on Attendance, Behaviour and Application.  
The criteria are:

- Punctual attendance at all Timetabled Lessons including Tutor Time.
- Appropriate behaviour at all times.
- Appropriate application in your work, so that all deadlines for homework and coursework are met.
- Meeting PARADE standards at all times

### Absences

- Absence due to sickness for more than seven days (including weekends) needs to be supported by an SC2 form (self-certification sick note) obtained from your medical centre. For shorter periods of sickness, a letter, email or phone call from parents/carers is required within three days of the absence. Persistent short term illness may not be authorised. Failure to provide the required documentation will result in the absence being recorded as 'Unauthorised'
- A Request for Absence form must be completed prior to any events which are listed below:  
Hospital/Orthodontist/Doctor's appointments (a maximum of ½ day absence will be automatically authorised), Interviews, University Open Days, Driving Tests, Principal Student Voice Official Business etc. Where possible the above appointments must be made outside lesson hours. Teaching staff must be informed in advance and not after the event, otherwise this could lead to non-payment. Absences known in advance will be authorised.
- Holidays must not be arranged in term-time. You will not receive the next Bursary payment if you take holidays in term time.
- Religious observances during term time approved by The Academy will be authorised - you must inform your Tutor and Kim Mace-Baker prior to the event so your absences can be authorised. Extended leave is treated as a holiday – see above.
- Absence during examinations will only be authorised if the absence is due to illness, when a doctor's note will need to be produced.
- Absences due to personal issues e.g. for a funeral of a close relative/friend or for time off for family matters, authorised absence may apply at the discretion of the Academy. Where possible, you must ask permission first, before time off is taken.
- Absence due to disciplinary procedures will lead to suspension of any payments.

### How does it work?

#### Bursary Allocation

- Eligible students will be awarded a total bursary amount for the academic year.
- This sum will be divided equally across all six academic modules.
- Students will be notified of their individual bursary allocation in their confirmation letter, provided they meet the eligibility criteria.

## Requesting Purchases

- Students may request specific items to be purchased using their bursary by submitting a request to Mrs Mace-Baker.
- Upon approval, the request will be forwarded to the Finance Team for processing and fulfilment.

## Reimbursement Process

- If delivery timeframes are unsuitable, students may independently purchase approved items and seek reimbursement.
- To be eligible for reimbursement, students must:
  - Obtain prior authorisation from the Post-16 Team.
  - Submit valid receipts as proof of purchase.

## Receipt Submission Deadlines

- Receipts must be submitted no later than 10 working days before the final day of each module.
- Late submissions may not be accepted and may result in non-payment.

## Appeals Procedure

If you think you have grounds for appeal against non-payment or non-approval of application you should complete and return the Decisions Appeals Form to Kim Mace-Baker.

If you are still not satisfied with the decision, you should submit your appeal in writing. Appeals will be heard by Ms Sophie Dickinson, Director of Post-16. Both you and your parents/carers may be asked to attend a meeting to discuss your appeal or it may be decided on the basis of your written submission.

Updated September 2025 - next update June 2026