

The Aylesbury Vale Academy



Sixth Form Bursary Fund Policy

Policy Reference:	AVA. 009
Description:	This document provides a framework to show how the academy trust will manage applications for 16-19 bursaries.
Status:	Non Statutory Policy (Strongly Advised)
Policy Audience:	Parents/Carers/Sixth form students
Academy Trust Contact:	Achievement Director Year 12/13
Other Related Policies and Procedures:	Financial Regulations Policy
Governor Committees:	Finance Committee
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1. Aims

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19-year-olds - those who most need help with the costs of staying on.

Aylesbury Vale Academy will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating. To apply please complete the application form and return to the Finance Office, within two weeks of the form being issued.

Your application form will be assessed in accordance with the ESFA 16 to 19 Bursary checklist (Appendix 1)

Student will be informed in writing of the outcome of application. The Award letter will confirm the amount of support and payment conditions

2. Eligibility

To be eligible to receive a 16-19 Bursary in the 2025-2026 academic year, the student must be aged 16 or over and under 19 on 31st August 2025.

Students must also satisfy the residency criteria set out in the *ESFA Funding Guidance. (*A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.*)

If you are in any doubt, please speak with the Achievement Director or Pastoral Support Year 12/13 or look at the web-site for more information.

www.gov.uk/1619-bursary-fund/overview

3. Bursary Fund Levels

› **Type A** - Students in the following defined vulnerable groups will be eligible for a bursary up to a maximum of £1200 a year: Young people who are in care; young care leavers (a care leaver is a young person aged 16-25 years old who has been 'looked after' at some point since they were 14 years old, and were in care on or after their 16th birthday), young people in receipt of Income Support or Universal Credit in their own right; and young people in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) in their own right. This will normally be students who are self-supporting and not living in a family home.

This would be paid in termly instalments from the start of each term by BACS transfer directly into the student account.

› **Type B** - Students who are in receipt of free school meals or have a total household income of £20,000 or less can apply for a termly bursary. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The size of the allowance will be established upon agreement by the school. All evidence of household income will be held in strict confidence.

Payments will be transferred termly to the students' bank account via BACS upon authorisation from the school that the student has satisfied all the attendance and behaviour requirements (see paragraph detailing expectations). There may be delays in some cases if there is any query regarding attendance in the previous term.

Students will be informed of any non-payment. However, students should check their payments regularly and in the case of non-payment they should contact the Achievement Director or Pastoral Support Year 12/13 for clarification.

4. Contingency Fund

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. Please make a written request addressed to the Achievement Director or Pastoral Support Year 12/13. All requests will be dealt with in the strictest confidence.

5. Assessment

The Academy will assess each application with supporting documentation in the strictest confidence. 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 the Achievement Director or Pastoral Support Year 12/13 who will review and submit to the Finance office. A

student in receipt of any level of bursary must inform the Academy of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the Achievement Director or Pastoral Support Year 12/13 and make an application. If in doubt please apply.

6. Attendance & Behaviour Requirements

To receive any funds once the school has acknowledged eligibility, participating students must adhere to the following criteria.

To receive the termly allowance students should meet Sixth Form expectations with regard to attendance at all timetabled lessons and registrations unless they have prior permission from the Sixth Form Team for authorised absence. Holidays will not be authorised. Approved Study Leave for exams, participation on approved educational trips, or approved representative activities will be counted as an attendance.

If students are unacceptably late to lesson or registration, then these will count as an absence and therefore the payment will not be made for that term. Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme. If poor behaviour or effort is reported and supported by documentary evidence, the student will not be paid for that term.

7. Monitoring Arrangements

This policy will be reviewed annually by Governing Board.

Section	Item	Completed?
Eligibility: All Bursaries	Student meets the age criteria.	
Eligibility: All Bursaries	Eligible education provision.	
Eligibility: All Bursaries	Student meets the residency criteria for post-16 provision.	
Eligibility: All Bursaries	Evidence of eligibility has been retained.	
Bursary for defined vulnerable groups	Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.	
Bursary for defined vulnerable groups	Financial needs assessment carried out to confirm financial need and actual costs they have. No student should automatically receive £1,200.	
Bursary for defined vulnerable groups	Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.	
Bursary for defined vulnerable groups	Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.	

Bursary for defined vulnerable groups	Letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.	
Discretionary bursary	Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.	
Discretionary bursary	Evidence of income and overall eligibility obtained, and copies retained.	
Discretionary bursary	Assessment of student's actual financial needs carried out. Block, blanket or flat rate payments are not permitted – the financial support from bursary funds should reflect the actual costs the student has.	
Discretionary bursary	Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.	
Discretionary bursary	Letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.	