

Stanborough



16-19 Bursary Policy

Reviewed by:	Standards & Achievements Committee
Date of Issue:	June 2025
Date of next Review:	June 2026
Responsible member of SLT:	Zoe Armitage

Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All

Our policy is set within the school's four principles of:

High Expectations

Quality Learning

Mutual Respect

Success for all

This policy is intended to state the school policy applying to the government bursary scheme, aimed at supporting vulnerable 16 – 19 year old students in full time education.

The scheme is made up of two parts:

1. A full Bursary payment of £1,200 to the most vulnerable students
2. A discretionary fund to be distributed according to school policy*

Qualification for a full vulnerable bursary

Students in years 12 and 13 who meet the following vulnerability criteria will receive up to £1,200 annual bursary.

- Students in care
- Students leaving care
- Students receiving income support or universal credit in place of income support in their own right
- Students in receipt of Employment and Support Allowance or Universal Credit and Disability or Personal Independence Payments in their own right.

Each full bursary will be paid at the rate up to £120 per month in 10 monthly payments in arrears. Evidence of eligibility will be required.

Discretionary bursaries

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

In keeping with current practice on financial support for school activities, Stanborough School may provide 16-19 bursaries to support students whose parents are entitled to any of the following state benefits:

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income assessed by the Inland Revenue does not exceed £16,190
- The guaranteed element of State Pension Credit.
- Working Tax Credit during the four-week period immediately after employment finishes or after you start to work less than 16 hours per week
- Income-related Employment and Support Allowance

Parents will need to provide proof of entitlement to the benefits prior to payment.

**It should be noted that the school will receive a fixed-sum grant from the government and this may limit the number of discretionary awards available or reduce the weekly sum.*

A limited number of further discretionary bursaries may be available if families can demonstrate genuine hardship due to an unexpected change in financial circumstances, subject to sufficient funds being available from the government grant received by the school.

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Each discretionary bursary will be paid a maximum of £15 per week in 10 monthly payments in arrears.

Entitlement expectations

Students eligible for the 16-19 Bursary must meet the criteria of a 100% attendance, unless absence is authorised. If this criterion is not met payment will be forfeit for the whole period of unauthorised absence.

The process of application and payments will remain confidential.

Parents should apply by completing the Stanborough 16-19 Bursary application form giving details of circumstances and eligibility.

The above commitment will be cash-limited based on the available funds allocated by the CSF on an annual basis.

All discretionary bursaries will be paid monthly in arrears by bank transfer.

The discretionary grant available for each student will not be known until we have details of all students who are eligible.

The school reserves the right to withdraw the entitlement to a Discretionary Bursary should circumstances change.

The school reserves the right to use up to 5% of the total Bursary allocation to cover administration costs.

All cases will be considered on individual merit in conjunction with school ethos and government guidance which can be found at <https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

REFERENCED POLICIES

Attendance Policy (SS-POL-SAA-015)

DOCUMENT CONTROL

Document Control		
Edition	Issued	Changes from previous
1	June 2020	New Policy
2	June 2021	Change of wording regarding how to apply
3	June 2022	Addition of Attendance Policy under referenced policies
4	June 2023	No changes
5	June 2024	Minor word changes
6	June 2025	No changes

End of Policy

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