



The Royal School

Wolverhampton

16-19 Bursary Policy

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1. What is the Bursary Fund?

The Bursary is a government funded scheme to provide financial support to young people who are in further education or training.

Financial support is available to eligible students from the 16 to 19 bursary funds. See section 2 below for details of our eligibility criteria.

There are two types of 16 to 19 bursaries:

- **Bursaries for defined vulnerable groups** (see 2.21 below); and
- **Discretionary bursaries** (see 2.22 below)

We use the fund to provide students with support to fund:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days

2. Eligibility Criteria for the 16 to 19 bursaries

2.1

To be eligible for either bursary in the 2025 to 2026 academic year, students must be at least 16 years old but under 19 years old on 31 August 2025. Students aged 19 or over are eligible only for a discretionary bursary if they:

- Are continuing on a study programme which they began when they were aged 16 to 18 years old, or
- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

2.2 Eligible education provision

2.21 Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in section 2.1 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after)
- Care leavers
- Receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, or Employment and Support Allowance (ESA) or UC in their own right

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary.

Where a bursary is provided, the funds will generally be up to £1,200 per year. When calculating the amount, we will look at cases individually and base the outcome on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

Unaccompanied asylum-seeking children:

- Are the responsibility of the local authority
- Are to be treated as 'looked after' children; and
- Are eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18 years old, they will be treated as a 'care leaver' until they reach the upper age limit.

2.22 Discretionary bursaries

In addition to the criteria outlined in section 2.1 above, students can apply for a discretionary bursary if they satisfy one or more of the following criteria:

- The household income is below £30,000 a year.
- The household is in receipt of the following benefits:
 - Income Support
 - Jobseeker's Allowance (Income-Based)
 - Employment Support Allowance (Income-Related)
 - Child Tax Credit (but not Working Tax Credit) and your annual gross income (as assessed by Her Majesty's Revenue and Customs) is not more than £19,565
 - Universal Credit
 - Support under part six of the Immigration and Asylum Act 1999
 - The guaranteed element of Pension Credit

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Level of household income
- The number of dependent children in the student's household
- The requirements of their study programme
- Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

3. Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

- Previous 3 to 6 months' worth of pay slips
- P60
- Written confirmation of a student's current or previous looked-after status from the relevant local authority; and/or
- Written confirmation of a benefit award or tax credit notice, in the name of the student (for either bursary) or the parent (for the discretionary bursary)

4. Application and Payment Process

4.1 Applications

Applications should ideally be submitted by 15th October each year to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded.

If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure. If you qualify, you will receive a payment for each academic term for the academic year 2025/2026 from the point at which your application is received by the school. There will not be any back payments made for previous terms in an academic year.

4.2 Payment process

Payments are made using the following process:

- Make in-kind payments, such as travel passes, books, equipment or vouchers for meals
- Make termly payments by BACS transfer to the student's bank account

4.3 Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Attendance above 95% (subject to exceptional circumstances)
- Following our Sixth Form agreed expectations
- Making satisfactory progress in each subject

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering

the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme. We reserve the right to take back money from students where it is not spent for the reasons it was awarded. We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.