

<b>Policy last reviewed:</b>	January 2026
<b>Next review due:</b>	January 2027
<b>Member of staff responsible</b>	Assistant Headteacher KS5
<b>Governor's Committee:</b>	FGB

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<b>Vision Statement:</b>	Our vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential.
<b>Mission Statement:</b>	Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.
<b>Values Statement:</b>	The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students.

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<b>Dignity</b>	Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.
<b>Community</b>	Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally.
<b>Wisdom</b>	As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum.
<b>Hope</b>	As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.

## 1. THE HOLY TRINITY CHURCH OF ENGLAND SCHOOL

### 1. 16 – 19 BURSARY FUND POLICY

#### 1. Introduction. The 16-19 Bursary Fund has two elements:

##### **Vulnerable Bursary**

Young people in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of up to £1,200 a year.

The entitlement bursary of up to £1,200 can be in staged payments, some of which may be "in kind". Regular payments will normally be paid in arrears based on attendance but specific requests for advance payments may be made for books, equipment, and season tickets for travel.

##### **Discretionary Bursary**

The school has discretion to make awards to young people in ways that best fit the needs and circumstances of their students. Bursary awards will be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books, and equipment. The discretionary bursary will be paid based upon individual applications and circumstances.

#### 2. Eligibility and Evidence Requirements

##### 2.1 Vulnerable Bursary

2.1.1 To be eligible to receive a bursary the young person must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

2.1.2 Young people must satisfy the residency criteria in the document: **16 to 19 Bursary Fund guide: 2024-2025 academic year**

2.1.3 The most vulnerable young people will be eligible for a bursary of up to £1,200 (pro rata for courses lasting less than 30 weeks a year). The group covers young people who:

- are in or who have recently left local authority care;
- get Income Support or Universal Credit because they are financially supporting themselves;
- get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit or get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

##### ***Definition of a 'care leaver'***

*Eligible children (looked after); this is a child who is looked after, aged 16 or 17, and has been looked after for a period of 13 weeks or periods amounting to 13 weeks,*

*which began after the young person reached 14 and ended after the young person reached 16.*

*Relevant children (care leavers); this is defined as a child who is not looked after, is aged 16 or 17, and was, before she/he ceased to be looked after, an eligible child.*

*Former relevant children (care leavers); defined as a young person who is aged 18 or above and has been either a relevant child and would be one if she/he were under 18, or immediately before she/he ceased to be looked after at 18, was an eligible child.*

#### **2.1.4 Required evidence**

A letter setting out the benefit to which the young person is entitled.

Written confirmation of the young person's current or previous looked after status from the local authority which looks after them or provides their leaving care services.

Department of Work and Pensions decision letter for: Income Support, Universal Credit, Jobseekers Allowance, Employment Support Allowance, Disability Living Allowance or Personal Independence Payment.

2.1.5 Applications should be made in writing using **The Vulnerable Bursary Application form**.

#### **2.2 Discretionary Bursary**

2.2.1 To be eligible to receive a bursary the young person must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

or have an Education, Health, and Care Plan (EHCP)

2.2.2 Young people must satisfy the residency criteria in the document **16-19 Bursary Fund Regulations**

2.2.3 Students will be considered for the Discretionary Bursary when they meet the following criteria which considers Universal Credit thresholds, Educational Health and Care Plan (EHCP), been eligible for pupil premium funding or has an annual household income below approximately £35,000. This amount can vary depending on each student's needs and each household circumstances.

- A full-time course, up to and including Level 3, that requires not less than 12 guided learning hours a week for a minimum of ten weeks; or
- A foundation learning programme that requires not less than 12 guided learning hours a week for a minimum of ten weeks
- and
- The family is in receipt of one or more of the following (evidence of benefits received must be sent with the application):
  - 3 months of Universal Credit (all families should now be able to access as it replaces all below).
  - Income Support
  - Income Based Job Seeker's Allowance
  - Income Related Employment & Support Allowance
  - Child Tax Credit with annual Inland Revenue assessed income
  - Guaranteed element of State Pension Credit
  - Working Tax Credit

2.2.4 Applications to the Discretionary Bursary for assistance with travel costs will be considered where the shortest available walking route from home to school, college or training provider is three miles or more. The school will also consider the actual travel costs when deciding whether to award a travel maximum grant. This may vary but it will depend on individual family need and circumstances.

2.2.5 Applications should be made in writing using **The Discretionary Bursary Application Form** and once completed with all documents required, emailed directly to [financeofficer@holytrintycrawley.org.uk](mailto:financeofficer@holytrintycrawley.org.uk)

### **3. Processing and Distribution of Funds**

3.1 Whilst there is no condition of attendance for receipt of the bursary, it may be suspended after discussion with the Head of Sixth form, if the students are in receipt of funds to support travel and unsatisfactory progress is made as defined by the Head of Sixth Form.

Below are expectations of students attending Sixth Form:

- Satisfactory attendance of at least 85%
- Completing homework and coursework on time.
- Completing all examination modules in each subject taken.
- Not being subject to unsatisfactory progress as defined by the Sixth Form Intervention Scheme

**Attendance** will be recorded by a student's Tutor daily and subject teachers at each timetabled lesson. Students taking Recreation and Home Study Leave as agreed with their Tutor will be considered present. Students who do not attend a lesson or are not in school for private study would be considered absent, even if previously marked present for that session at registration time.

**Absence** will be considered unauthorised unless there is an obvious reason it should not be. If the absence can be foreseen, then the student must apply for it in advance, if it is to become authorised. This must be done for university open days, religious holidays, driving tests and other valid reasons. Holidays, leisure activities, employment and birthdays will not be considered valid as reasons for absence to be authorised. In the event of an emergency or other reason which cannot be foreseen in advance, the student must notify the school on the day of absence and the school will then decide whether this absence can be authorised. Absence through illness cannot be authorised unless certified by a doctor.

An application is not guaranteed to be met. A Discretionary Bursary may be granted based on the information supplied and is subject to the availability of funding and the demands placed upon it. The school will manage the administration of the discretionary bursary awards as they see fit by managing the number and size of these awards within their annual budget.

The school will invite students to apply by a certain date, so needs can be assessed, and the overall level of demand can be calculated. However, if a student's circumstances change, applications will still be accepted after the deadline.

Most resources required will be purchased directly by the school for the student.

However, if any reimbursements are required to students upon receipts provided, these will be paid via Bacs directly into the students' account.

If a bursary is to be withdrawn from a student, he/she will be notified by the school giving the reasons for the decision. If a student wishes to appeal against the school's decision, he/she should make that appeal in writing to the Headteacher within two school days of being informed of that decision. The Headteacher will consider the matter and make a judgement. This will be communicated to the student within fifteen school days.

#### **4. Audit & Retention of Documents**

The administration and allocation of bursaries will be subject to the school's normal governance and audit procedures.

Electronic copies of all documentation for the Bursary Fund will be kept for a period of 6 years. This documentation will include evidence of the application process, documents relating to how the learner was assessed and the funds issued.