

Hornsea School & Language College



16 – 19 Bursary Fund Policy and Application process 2025/26

16-19 Bursary Fund Policy Statement

Introduction

The 16-19 bursary fund is paid by the Education Funding Agency and exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.

The Bursary is intended to help with the hardship needs of the individual students. Generally, it will be used towards essential course related cost such as books, equipment, travel, field trips, visits and other costs associated with living and learning. The school will seek to ensure that the funds available are

- Distributed fairly
- Allocated by individual need, taking into account the financial circumstances of the applicant
- Used to widen access to, and participation in, post 16 education

Funding guidance concerning the administration arrangement, priority groups for learning and monitoring arrangements are issued by the Education Funding Agency.

Who is eligible for the bursary scheme?

Hornsea School and Language College offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

The Vulnerable student bursary

To be eligible for the vulnerable student bursary you must meet all **three** of the following conditions:

1. be starting Year 12, 13 or 14 in September 2025
2. be aged between 16 and 18 on 31 August 2025
3. belong to one of the following groups
 - be in care
 - have left care having been in care for a minimum of 3 months since the age of 14
 - be receiving income support
 - be receiving both Employment Support Allowance and Disability Living Allowance
 - be receiving a Universal Credit payment in your own name
 - be receiving Employment Support Allowance and a Personal Independence Payment in your own name.

If you meet the above criteria you will be entitled to up to £1200 paid in instalments in arrears during term time only if agreed standards of behaviour and attendance are met and that the student declaration of understanding is signed and returned.

The Discretionary student Bursary

To be eligible for the Discretionary bursary you must meet all **three** of the following conditions:

1. be starting Year 12, 13 or 14 in September 2025
2. be aged between 16 and 18 on 31 August 2025
3. be living in a household with an annual income, through benefits or earnings below £34,000 before tax and national insurance.

If you meet the above criteria you can apply for support via the discretionary bursary

What can I apply for?

Applications to the discretionary bursary will be considered for the following types of course/study related expenses.

Stationery	Purchased by the school
Travel Costs	Claim for the balance of the Bus pass costs not covered by HSLC scheme for either ERYC school buses or HS001/2/3. Evidence of payment must be provided. Reimbursement will be made termly and will be dependent on meeting the attendance expectation in the student agreement.

Educational Trips or visits	Trip arranged by the school that are linked to the courses you are studying
School meals	Students that are not eligible for free school meals can apply for support via the bursary if this is identified as a financial barrier. Any approved funding will be added to cashless catering account.
Course related resources <u>Please note that all ICT equipment requests must be submitted before 25th October 2025</u>	Examples ; ICT equipment to add revisions / study, Sports equipment/clothing, art resources, study or revision books etc. Purchased by the school
Other	Any other identified financial barriers, students can also apply for costs towards the gym membership subsidised by the school if the Head of 6 th form feels this will support the student's wellbeing.

Receipt of all bursary payments are conditional upon a student signing a student declaration and meeting attendance and behaviour standards which are agreed in advance. Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a regular basis, the school will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payments.

Application Process

- Download and complete the application form from the website, a paper copy is also available from the 6th form office.
- If you are applying for the Discretionary student bursary, your parent or carer also need to complete part of the form.
- Attach evidence of your financial or living situation to support your application. Please do not send original documentation through the post. Please take original evidence to the 6th form office to be copied. We will accept photocopies via the post or scanned/electronic version via e mail.
- All applications will be treated in the strictest confidence.
- Information included in the forms will not be shared with a third party.
- All applications must be submitted with all supporting evidence by the deadline detailed on the application form, any applications received after this date will not be processed.
- Applicants will be advised as to the outcome of their applications within two working weeks after the deadline as far as possible.
- Students receiving the vulnerable bursary will receive direct payments by cheque or BACS, it is expected that all students will receive at least monthly payments following the closing date, more frequent payments are acceptable.
- Unsuccessful applicants will have the right to appeal using the schools appeals process (see below)

Appeals Process

Should a learner disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should, in the first instance, make an appeal to the Director of Sixth Form Studies who will review the decision. Your letter of appeal should include your name and tutor group and the reasons for your appeal. Any additional information you

wish to provide that you feel is relevant to your application can be attached. Written confirmation of the outcome of the appeal will be sent within 5 working days of the appeal being considered.

Review of this policy

This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Education Funding Agency.