

Abbot Beyne School

Policy:	16 – 19 Bursary Fund
Person Responsible:	Mrs L.Pollitt
Governors' Committee:	Policy and Finance
Date Adopted:	June 2012
Revised Date:	Autumn 2026
Next Review Date:	Autumn 2027
Signature:	

16-19 Bursary Fund for the Academic Year 2026-27

Purpose of the Fund

The purpose of the 16-19 Bursary Fund is to provide financial help to learners who are facing financial barriers to participating in their studies. Abbot Beyne School is able to make Bursary Fund allocations based on the needs of individual students, taking into account their individual circumstances.

Allocation

In 2026-27 the school will receive a 16-19 Bursary Fund allocation for Discretionary Bursaries only. The funding for Vulnerable Student Bursaries will be held centrally by the Learner Support Service within the Education & Skills Funding Agency (ESFA).

Criteria for allocation

The money can only be allocated to students on an individual basis against the criteria set out below. All students aged 16 or over studying in the Sixth Form are eligible to apply if they feel they meet the criteria.

Discretionary Bursary

Students who have financial barriers affecting participation in their studies may apply for assistance towards the cost of transport, meals, books and equipment, if any of the following apply:

- They are not eligible for the Vulnerable Students Bursary
- Their household income is £30,000 or less after deductions
- They would meet the criteria for eligibility for free school meals
- Unexpected hardship as a result of a change in circumstances at the discretion of the Bursary Panel.

Students must also meet all the targets and objectives in their Sixth Form Learning Agreement.

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards the cost and may not cover the whole cost. Documentary evidence and receipts will be required as appropriate.

Administration

Applications will be accepted any time during the academic year.

Payment for the Discretionary Bursary will be discussed and arranged on an individual basis. "Payment in kind" may be considered appropriate, e.g. for books, course materials and travel passes.

5% of the Bursary Fund can be retained to assist with administration costs.

Monitoring and Evaluation

The Assistant Headteacher, Head of Sixth Form - Laura Pollitt, will be responsible for ensuring students meet targets and objectives as per their Learning Agreement. Failure to do so can result in the funding being withdrawn.

The Bursar will be responsible for maintaining records in accordance with the requirements of the ESFA.

The Bursar will be responsible for reporting to the ESFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Governors Policy and Finance Committee.

Appeals

Applicants should be aware that funding available for the Discretionary Bursary is limited. The Bursary Panel will consider all applications received but reserve the right to award funding as the Panel sees appropriate.

The Governors Appeals Committee will receive and determine upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Governors c/o the school.

Appendix 1

Application form – Discretionary Bursary

Appendix 2

Application for payment from the discretionary bursary fund

Abbot Beyne School

APPLICATION FOR THE 16-19 DISCRETIONARY BURSARY FUND

Students who have financial barriers affecting participation in their studies may apply for assistance through the Discretionary Bursary Fund.

Student Name	
Date of Birth	
Email	
Courses applied for/enrolled on	

Please provide details of your parent(s)/carer(s) below:

Adult 1	**Adult 2**
Full name:	Full name:
Relationship to applicant:	Relationship to applicant:
Mobile number:	Mobile number:
Email address:	Email address:

Discretionary Bursary

Please read through the form below and complete the section which you meet the eligibility criteria for. Please provide evidence with the application form. All information provided will remain confidential.

Criteria 1 - Discretionary Bursary including free school meals – benefits based

	Adult 1	**Adult 2**
Universal Credit (only if your household income is less that £7,400 a year) *Evidence: Four most recent Universal Credit payment letters*		

Income based job seekers allowance *Evidence: Latest award letter issued since April 2026*		
The guaranteed element of state pension credit *Evidence: Most recent letter issued since April 2026*		
Incapacity benefit universal credit (only if your household income is less that £7,400 a year) *Evidence: Latest incapacity benefit award letter, issued since April 2026*		
Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 *Evidence: Full award letter dated April 2026*		
Disability living allowance/ personal independence payment *Evidence: Latest award letter issued since April 2026*		

Criteria 2 – Discretionary Bursary – Household Income £30,000 or less after deductions

	Adult 1	**Adult 2**
Monthly Earnings *Evidence: 4 weekly/3 monthly current salary slips*		
Self-Employment Earnings *Evidence: Latest tax return/audited accounts*		
Universal Credit *Evidence: Latest award letter*		
Contribution based job seekers allowance/ universal credit *Evidence: Latest award letter issued since April 2026*		
Child Tax/ Working Tax Credits *Evidence: Latest award letter issued since April 2026*		

I UNDERSTAND THAT THE INFORMATION I AM PROVIDING IS CONFIDENTIAL BUT WILL BE SEEN BY SENIOR LEADERS ASSESSING THE REQUEST, IF NECESSARY.

Supporting Information

Please use this section to help us to understand any exceptional circumstances which are causing the financial hardship

You will also need to meet all your targets and objectives as outlined in the Sixth Form Agreement. Failure to do so can result in the funding being withdrawn. This will be evaluated and monitored by the Director of Post-16. Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards and not the whole cost and the method of reimbursement will be discussed on an individual basis. Please note that "payment in kind" may be considered appropriate e.g. for travel passes, food and course materials. Documentary evidence and receipts will be required as appropriate.

Student signature: _____ **Date**: _____

Signed (Parent/carer of named above) _____ **Date:** _____

Please return to: The Bursar c/o The Finance Office @ Linnell

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Approved by: _____Bursar **Date:** _____

Abbot Beyne School

APPLICATION FOR PAYMENT FROM THE 16-19 DISCRETIONARY BURSARY FUND

Students who have financial barriers affecting participation in their studies may apply for assistance through the Discretionary Bursary Fund, for assistance towards the cost of transport, meals, books and equipment.

Name	
Address	
Contact Number	

Please indicate what you would like to claim for:

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……
……

(i.e. Trips / Materials / Travel / Open Days / DBS)

You will also need to meet all your targets and objectives as outlined in the Sixth Form Agreement. Failure to do so can result in the funding being withdrawn. This will be evaluated and monitored by the Director of Post-16. Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards and not the whole cost and the method of reimbursement will be discussed on an individual basis. Please note that "payment in kind" may be considered appropriate e.g. for travel passes, food and course materials. Documentary evidence and receipts will be required as appropriate.

Student signature: _____ **Date**: _____

Please return to: The Bursar c/o The Finance Office @ Linnell

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Approved by: _____Bursar **Date:** _____