

16-19 Bursary Fund Policy Academic Year 2025-26

A key priority for the government is to close the gap in attainment between those from less well-off and more affluent backgrounds and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds- those who most need help with the costs of staying at school.

Camden School for Girls will determine the eligibility criteria for discretionary bursaries and the frequency and conditions of payments for all awards. The 16-19 Bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participating.

Eligibility

To be eligible to receive the 16-19 Bursary in this academic year, the student must be aged 16 or over and under 19 on 31 August 2025.

Students must also satisfy the residency criteria set out in the ESFA Funding Regulations for post-16 provision. (A person on 1st September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding 1st September).

Students should be participating in provision that is subject to inspection by a public body that assures quality and is funded within the relevant guidelines. (Attendance at Camden School for Girls meets the criteria).

Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. We will provide support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children, are the responsibility of the local authority and 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, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

Types of Bursary

There are three types of Bursary. **Only one type of bursary can be applied for.**

- **Enhanced Support Bursary**

Students in the following defined vulnerable groups will be eligible for a bursary of £1200 a year (10 monthly payments of £120): Young people who are in care, young care leavers, young people in receipt of Income Support or Universal Credit in their own right, and young people in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) in their own right.

● Maintenance Bursary

Students who are currently in receipt of Free School Meals or were in receipt of Free School Meals in Year 11 can apply for a discretionary maintenance bursary.

Students may be eligible for Free School Meals if the parent or carer receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if they have applied on or after 1 April 2022 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students who receive these benefits directly, instead of through a parent or guardian, can also get free school meals.

The exact amount of the monthly Maintenance Bursary payments will depend on the number of applicants each year. The total amount paid for the year would normally be between £500-£900.

● Sixth Form Support Fund Bursary

Students who are not entitled to Free School Meals and have a total household annual income below £30,000 can apply for a discretionary Sixth Form Support Fund bursary for specific educational purposes e.g cost of transport, books and equipment, educational trips, university visits.

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award, Universal Credit Award or evidence of self-employment income. Income from all parents living in the household will be needed. All evidence of household income will be in strict confidence. The exact amount of the monthly Sixth Form Bursary payments will depend on the number of applicants each year. The total amount paid for the year would normally be not more than £400.

Other Funds

Contingency Fund -Students who have successfully applied for any of the above bursaries may also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need.

Discount on non-curricular residential trips

Students in receipt of the Enhanced or Maintenance Bursaries will receive a 50% discount for the non-curricular residential trip in September 2025

Where there is a balance still outstanding for payments towards the non-curricular residential trip and the school has made repeated attempts to collect that balance the school may reduce the monthly bursary payments to cover this outstanding balance. Students will be informed in writing before any deductions are made.

16-19 Bursary Application Form

Any student who believes they are eligible for funding from the 16-19 Bursary Fund should complete an application form and hand this directly to the Administrator in the Sixth Form Office together with any supporting documents, as soon as possible after admission in September. There is no closing date for applications but payments will not be backdated any further than the start of the month that the application form was received. An application form must be completed for each academic year.

The Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence.

A student in receipt of a bursary must tell the Sixth Form Administrator of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the year should contact the Sixth Form Administrator and make an application.

Conditions for the receipt of a Bursary payment

Once the school has acknowledged eligibility, students at Camden School for Girls must adhere to the following criteria to receive the monthly Bursary payment students must:

- Have good attendance which is quantified as attendance of 95% or above, including illness and other authorised absences.
- Have good punctuality quantified as no more than 2 late marks per week.
- Abide by the standards of behaviour and effort as agreed at the start of their learning programme and documented in the home/school agreement.

All students are required to sign a declaration confirming they agree to these conditions. This must be handed in with the completed 16-19 Bursary Application Form. A copy is retained by the student.

Holidays will not be authorised and if poor behaviour or effort is reported and supported by documentary evidence the student will not be paid.

Payment Information

Payment of the allowance will be dependent on the criteria of the agreement being met by the student each month.

Payments will be transferred monthly to the student's bank account via Bacs, upon authorisation from the school that the student has satisfied all the attendance and behaviour requirements. These payments will be made in arrears and there may be delays in some cases if there is any query regarding attendance. All Bursary payments will be subject to review by the Bursary Awards Panel.

Students will be informed of non-payments but should check their payments regularly. Students should contact the Sixth Form Administration Office if they have queries regarding their payments.

Appeals

Eligibility - Parents, Guardians and Students have the right to appeal to the Bursary Awards Panel in all cases if it is felt that the application has been withheld without justification.

Issues with monthly payments - As payments are made directly to the students concerned it is therefore the student who must contact the school in case of difficulty not the parent. Students will have the right to appeal if it is felt that the payment has been withheld without justification.

In the first instance the student should explain within one school week to the Sixth Form Administrator why the payment should have been made. If the decision to withhold the payment is upheld then the student may appeal to the Head of the Sixth Form. This is the final appeal and must be made within one further week.

Bursary Awards Panel

The members of the panel may vary but will always include the Deputy Head in charge of the Sixth Form.