

16-19 Bursary Policy



Reviewed: October 2025
Next review: October 2026

The Christian Ethos of Immanuel College

Immanuel's Christian ethos is summed up in 'All God's Children.' We believe that no student, whatever age, should be disadvantaged in their access to education due to financial hardship.

Aims of Policy

To outline College policy regarding the 16-19 Bursary Fund

Policy Statement

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. This funding replaces both the Education Maintenance Allowance and Discretionary Learner Support Funding.

The Bursary is intended to help with the hardship needs of individual students. Its intent is to "enable" a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. Generally, awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning. Immanuel College will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood. Information about the process for application and consideration is available from the post 16 administrator
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award
- Used to widen access to, and participation in, post 16 education.

16-19 Bursary Funding and the guidance concerning the **administrative** arrangements, priority groups for support and monitoring arrangements is issued by the Education Funding Agency (EFA). This gives a broad overview of the Fund and instructs schools on the appropriate use of the funding.

Please note: there is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.

The 16-19 Bursary Funds has two elements:

Priority Groups

The following students will be eligible to receive a bursary of £980.00 per year, if agreed standards of behaviour and attendance are met:

- young people who are looked after children in the care of the Local Authority or foster parents/carers
- care leavers
- those young people who receive Income Support
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance

From April 2013 students in the following situations, in addition to the current defined vulnerable groups above, are eligible for a vulnerable student bursary:

- Young people who receive a universal credit payment in their own name
- Young people who are disabled and receive employment support allowance and a personal independence payment in their own name.

Attendance and behaviour standards are outlined in the post 16 contract - see appendix 1

These align with that expected of all students attending Immanuel College

Bursaries for other Young People

These awards will be targeted towards young people facing financial barriers to participation in post 16 studies. Priority will be given to those young people from the families with the lowest household income. Agreed standards of behaviour and attendance should be met.

Students on free school meals will receive a weekly payment based on attendance of 95% and over, excellent punctuality and meeting deadlines for school work.

Students from the Priority Group may also apply for additional assistance from the Bursary Fund. However, receipt of Priority Group funding will be taken into consideration in assessing any further awards.

Application Process

Step 1: application forms for the Bursary Fund should be completed and returned to the post 16 office. All applications will be treated in the strictest confidence.

Step 2: for students not in receipt of free school meals, completed financial assessment forms should be returned to the post 16 office for confirmation of eligibility for any request in excess of £60. Once confirmation of financial eligibility is received,

Step 3: Applicants will be advised as to the outcome of their applications

- Successful applicants will either have the books, equipment or other costs provided by the College or direct payment will be made to the applicant as and when the student provides receipts (if appropriate) for the books, train travel, school clothing, etc purchased.
- Unsuccessful applicants will have the right of appeal

Awards Process

Bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form.

The College may offer bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related College trips etc. Any equipment purchased by the College for use by an individual learner remains the property of the College and must be returned upon completion of or withdrawal from the course.

The College may also offer an award in the form of a short-term loan to help a learner bridge a temporary financial hardship where this is deemed appropriate and agreed by the learner. In this case, the College will draw up an agreement with the learner clearly stating the use of and the conditions surrounding the reimbursement arrangements which the learner should sign indicating that they understand the conditions of the loan. The student should be able to provide evidence that the award has been used as intended.

In line with the "something for something" ethos, receipt of bursary payments are conditional upon a student meeting attendance and behaviour standards which are agreed in advance and set out above.

Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the Immanuel College community. Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a weekly basis, the College will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, the student can appeal

All appeals will be considered by the Assistant Headteacher I/C post 16. Your letter of appeal should include your name and form 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 out within 10 days of the Appeal being considered.

Review of Policy

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

Appendix 1

Immanuel college Post 16 student contract

All Immanuel Post 16 students are expected to:

- Attend 100% of all designated lessons. For year 12 this includes the calendared RE enrichment events on Wednesday afternoons throughout the year.
- Attend College and lessons punctually. Attendance should be at least 95%.
- Work in designated study areas during study time.
- Complete study work and homework tasks on time.
- Work approximately 5 hours per subject per week outside lesson time.
- Maintain a balance between their academic, social and working lives (10 hours per week is seen as a reasonable limit for a part time job).
- Uphold the post 16 dress code.
- Act as a role model for younger students by upholding the College's codes of conduct and behaving in a mature and responsible manner at all times.
- Only take holidays in holiday times and not during term time.

Immanuel College Post 16 Bursary fund – one off payments flowchart

At the beginning of the school year, information about Post 16 bursary sent to all parents, including family household income information requests.



Students who qualify for FSM can receive weekly bursary based on half termly 95% + attendance, meeting all school's expectations and excellent punctuality.



Students request a claim form for a one-off payment from the post 16 admin office.



Letter to parents detailing monies requested and requesting receipts (receipts not required for course books/school trips/re-sits – these will be paid straight into appropriate school funds.)



For requests of over £60, authority to pay will be sought from the Headteacher and family household income will also be taken into account



Receipts received and bursary paid to the student. Letter sent to parents confirming payment.



Admin to enter into spreadsheet of monies paid/proof of low household income received/receipts received etc.