



Thinking Schools Academy Trust  
*“Transforming Life Chances”*



The Victory Academy  
Bursary Policy

**Policy Holder:** Laura Hryniewicz  
**Position:** Deputy Headteacher  
**Date Ratified:** 10<sup>th</sup> December 2024  
**Review Date:** December 2025

## **Bursary and Discretionary Funds**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Level 1 bursaries for defined vulnerable groups
- Level 2 discretionary bursaries

### **Eligibility**

A student must be aged 16 or over but under 19 at 31 August 2024 to be eligible for help from the bursary fund in the 2024/2025 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

Students must meet the residency criteria in ESFA funding regulations for post-16 provision.

Student eligibility is dependent on the following:

- Maintaining attendance of at least 95% except in exceptional circumstances.
- Adhering to the Code of Conduct and Sixth Form Agreement

Any student who fails to meet either of these two criteria may have their bursary award limited, withheld until these criteria are met or withdrawn completely.

### **Level 1 bursaries for defined vulnerable groups**

These students will receive up to £1,200 per year, based on financial need. The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

### **Level 2 discretionary bursaries**

Awards for the Level 2 bursary in 2023/2024 ranged from £20 to £1,200, and all awards are based on financial need. Students may apply for a one-off payment or for a sum that can be used throughout the year. Eligibility will be determined on a case-by-case basis. The following list details some of the key factors which will be considered when determining eligibility for the bursary:

- Whether they or their parent(s) are in receipt of Universal Credit, income support or other means-tested benefits
- The total monthly and yearly take-home income of the family
- Eligibility for Free School Meals in year 11
- The number of dependents in the family
- The distance travelled to and from school

Level 2 bursaries will be allocated based on the below guidance, linked to household income:

Gross annual household income	Bursary value
Up to £14,999	Up to £1,200
£15,000 – £19,999	Up to £1,000
£20,000 – £24,999	Up to £800
£25,000 – £29,999	Up to £600

**It should be noted that these figures are a guideline only and we will consider allocating bursaries to students whose annual household income is outside of these thresholds. All decisions around 16-19 bursary are made on a case-by-case basis and based on the need of the student.**

Payments will also be made on an “as needed” basis after consideration by the Bursary Fund Committee.

### **Application process**

The application form for the 16-19 Bursary is available on the Sixth Form area of the Academy website. All 16-19 bursary fund applications should be submitted by **Friday 27<sup>th</sup> September 2024** by email to [sixthform@thevictoryacademy.org.uk](mailto:sixthform@thevictoryacademy.org.uk) or a hard copy to the sixth form administrator in order to allow for these applications to be processed swiftly and to allow for purchases to be made in a timely fashion. All applications should be accompanied by evidence to support the information provided. All information provided will be kept confidential and will only be shared with the Bursary Committee.

A small amount of the Bursary Fund will be retained in order to support applications due to change in circumstances, and therefore in-year applications will be accepted, but will only be awarded if there is sufficient funding available, and awards will reflect the contact time remaining in the school year.

### **Awards and payment of the 16-19 Bursary**

The Bursary Committee will convene at the close of the day on the 6th October and at the beginning of each month thereafter to consider any late applications. This will consist of the Deputy Headteacher – Implementation and Key Stage 5, Head of Year for Sixth Form and Sixth Form Administrator. Awards will be granted based upon financial need, considering all information provided in the application, and considering the relative need of all applicants. Students will be notified of the outcome of their application in writing in the following week.

As the 16 to 19 Bursary Fund is intended to provide financial support to help students overcome the specific financial barriers to participation they face so they can remain in education, any items purchased using the bursary should have a clear educational purpose. Any items requested that do not have this will be denied.

Payment will be made in kind, through direct ordering or purchasing of items on the students' behalf. All items will be delivered to the school, and we will aim to do this within 10 working days of receipt of the full information.

Where students would like to purchase items directly and request reimbursement, it is advised to check with the Head of Year for Sixth Form prior to purchase that the item will be authorised, as this is not guaranteed. Any claims for reimbursement must be accompanied by clear, valid proof of purchase, and the applicant should be aware that they may be asked to present the item in order to verify the purchase. In some instances, only part reimbursement may be available. Requests for reimbursement should be made no longer than 2 months after the purchase was made. Reimbursement will be made via BACS payment into the student's bank account.

Requests for direct ordering or for reimbursement must be made by the students in receipt of the bursary and can be made via the form available on the school website.

The Bursary Committee will set a cap for any large items (e.g. laptops) when they convene in October 2025 and this will be conveyed in the letter notifying students of their award.

Authorisation of purchases / orders will initially be authorised by the Head of Year for Sixth Form. The full Bursary Committee will be consulted on any items which are not authorised.

### **What can the bursary be used for?**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The 16-19 bursary may be used to purchase a range of items, including, but not limited to, the following:

- Reasonably priced items from the dress code, e.g. suits, school ties, school shoes.
- Public Transport Travel costs for getting to and from school\*, work experience, or university visits
- Books required for courses or to support revision
- Graphical Display Calculators
- A laptop / tablet
- Educational School trips
- Repayment of funds spent in the canteen
- Stationery and supplies related to your courses
- Some contribution towards one off payments for CAS activities (for example, we might help pay the entry cost for a race but not gym membership - Please speak to Mr Cass for further information)

\* Please note that if you intend to apply for a 16+ Travelcard and wish the cost to be covered by bursary, then your bursary application must be submitted at the same time as your Travelcard form.

### **Internal Appeals Process**

Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund contract. Appeals should be made to Miss L Hryniewicz (Deputy Headteacher – Implementation & Key stage 5) in the first instance. If a further appeal is to be requested then this will be heard by a Governor's sub-committee of 2 members including: a school governor and a neutral member of staff.

**Fraud**

Where the Bursary Committee believes that a claim or application has been made fraudulently, or on the basis of information provided which is deemed to be false, access to the bursary fund may be withheld for a fixed period or withdrawn completely, and any money may be claimed back.

**Downloads**

- [Bursary Fund Request Form 2024/2025](#)
- [Bursary Fund Contract 2024/2025](#)
- [Bursary Fund Application 2024/2025](#)