BORDEN GRAMMAR SCHOOL



16-19 Bursary Fund Policy

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1. Purpose

The 16–19 Bursary Fund provides financial support to eligible students who experience financial barriers to participating in education.
The fund is intended to help with essential costs associated with attending and completing a student's study programme.
Borden Grammar School will operate the fund in line with the Department for Education (DfE) **16–19 Bursary Fund Guide 2026/27**.
Bursary support is subject to available funding and is **not an automatic entitlement**.

2. Eligibility

To receive support, students must meet the DfE eligibility requirements for the 16–19 Bursary Fund.
Students will need to:

- be aged 16 or over and under 19 on 31 August 2026; and
- be studying on an eligible publicly funded programme.

Some students aged 19 or over may qualify for discretionary bursary support were they meet the relevant DfE criteria.
Students must also meet the relevant DfE residency requirements.

3. How to Apply

Students wishing to apply for support from the 16–19 Bursary Fund must complete an application through the school's online Applicaa platform, for information on this please speak to a member of the sixth form staff. Applicants will be required to provide information about their financial circumstances and upload relevant supporting evidence, such as proof of household income, benefit entitlement or evidence of vulnerable-group status.
Applications will be assessed individually in accordance with this policy and the DfE guidance.
Students will be informed of the outcome of their application and, where approved, an individual bursary allocation will be recorded on Applicaa at the start of term. Students may then request support for eligible costs, with payments assessed and agreed on a case-by-case basis according to their financial need.
Students who experience a change in circumstances or develop a financial need during the academic year may submit an application for consideration.

4. Defined Vulnerable Groups

Students may be eligible for support under the DfE defined vulnerable group criteria if they are:

- in care;
- a care leaver;
- receiving Income Support or Universal Credit because they are financially supporting themselves or a dependent; or
- receiving DLA or PIP in their own name together with ESA or Universal Credit. This must be in their own name.

Evidence of eligibility will be required.
Being eligible for the defined vulnerable group bursary does **not automatically mean that a student will receive £1,200**.

The student's actual financial need and eligible costs will be assessed.

5. Discretionary Bursary

Borden Grammar School will provide discretionary bursary support to eligible students who demonstrate financial need.
For 2026/27, the school's normal household-income threshold is:
£30,000 annual household income or below.
Students must also demonstrate an actual financial barrier to participating in their course.
Students with household income above £30,000 may be considered where exceptional circumstances demonstrate significant financial need.
The £30,000 threshold is a **school threshold** and is not a DfE national income threshold.

6. What Can the Bursary Pay For?

Bursary support may be used for essential costs connected with participation in a student's course.
This may include:

- travel;
- books;
- course equipment;
- specialist clothing and personal protective equipment (PPE) required including essential Sixth Form clothing where applicable;
- essential course materials;
- eligible educational visits;
- eligible placement costs;
- eligible childcare; and
- laptops or other essential IT equipment.

The school will decide whether a cost is eligible in accordance with DfE guidance.

7. How Awards Are Calculated

The school will assess each student individually.
Awards will be based on:
Eligible course/participation costs – other available support = assessed financial need.
The school will not make automatic flat-rate awards. Instead, an individual allocation will be made to each eligible student on Applicaa once approved a bursary. Any payments will then be assessed and agreed on a case-by-case basis, taking into account the student's individual financial needs and circumstances.
For example:

Cost	**Amount**
Travel	£432
Equipment	£150
Books	£80
PPE	£60
Total costs	**£722**
Less other support	**£100**
Award required	**£622**

In this example, the student's award would be **£622**, not an automatic £1,200.

8. How Support May Be Provided

Support may be provided as:

- a payment to the student;
- travel support;
- books or equipment;
- other support in kind.

We will choose the most appropriate method of support based on the student's circumstances and the purpose of the award.

9. Attendance

Where bursary support is provided over a period of time, attendance and engagement may be taken into account.
Students are expected to attend and engage with their programme.
The school will take authorised absence and individual circumstances into account before reducing or stopping support.
Any attendance conditions will be explained to the student.

10. Laptops & Equipment

Where a laptop or other equipment is required to enable a student to participate in their course, the school may provide this through the bursary.
Equipment may remain the property of the school.
Students are expected to:

- take reasonable care of the equipment;
- report loss, theft or damage as soon as possible; and
- return the equipment when required.

Equipment will normally be returned:

- when the student completes their study programme;
- when the student leaves the school; or
- when the equipment is no longer required.

A separate **Bursary Laptop/Equipment Agreement** will set out the detailed arrangements for the equipment that is required to be returned to the school.

11. Evidence

Students will be required to provide appropriate supporting evidence as part of their bursary application through Applicaa. This may include:

- household income;
- benefits;
- vulnerable-group status;
- travel costs;
- course costs; or
- other evidence of financial need.

The school will keep appropriate records of applications, assessments, awards and expenditure.

12. Student Agreement

Students receiving bursary support will be required to confirm that:

- the information they have provided is accurate;
- they understand the purpose of the bursary;
- they will use support for the purpose for which it is provided;
- they understand any conditions attached to their award;
- they will provide evidence where required;
- they will take reasonable care of the equipment; and
- they will return bursary-funded equipment when required.

13. Changes in Circumstances

Students should inform the school if there is a significant change in their financial or personal circumstances.
The school may review an award where circumstances change.

14. Emergency & Exceptional Support

The school may provide emergency or exceptional support where a student experiences an unexpected financial difficulty that creates a barrier to participation.
Each case will be considered individually and appropriate records will be maintained.

15. No Automatic Entitlement

The school will consider:

- eligibility;
- financial need;
- actual eligible costs;
- other available support; and
- the funds available.

The school will determine the level and type of support required based on the student's assessed financial need. Awards may therefore vary between students, and an application may result in a reduced allocation or no award where no eligible financial need has been identified.

16. Policy Review

This policy will be reviewed annually to ensure that it remains consistent with DfE guidance and reflects the needs of students.

Appendix 1 - Laptop/Equipment Agreement

Student Details

Student Name: _____

Student ID: _____

Course: _____

Equipment Details

Equipment: _____

Make/Model: _____

Asset Number: _____

Date Issued: _____

Agreement

The laptop/equipment has been provided through the 16–19 Bursary Fund to support the student's education.
The equipment remains the property of the **School**.
The student agrees to:

- take reasonable care of the equipment;
- use it appropriately for their education;
- report any loss, theft or damage to the School as soon as possible; and
- return the equipment when required.

Returning the Equipment

If the student **leaves the School during the academic year**, the laptop/equipment must be returned when they leave.
If the student **completes their studies**, the laptop/equipment must be returned on the School's designated **Book Return Day**.
The equipment should be returned with any accessories provided, such as the charger.
The equipment should be returned in reasonable condition, allowing for normal wear and tear.

Student Declaration

I confirm that:

- I have received the equipment detailed above.
- I understand that the equipment remains the property of the School.
- I agree to take reasonable care of it.
- I understand that I must return it if I leave the School during the academic year.
- I understand that, at the end of my studies, I must return it on **Book Return Day**.
- I will report any loss, theft or damage to the School as soon as possible.

Student Name: _____

Student Signature: _____

Date: _____

School Use

Issued by: _____

Signature: _____

Date: _____

Equipment Return

Date returned: _____

Returned by: _____

Condition: ☐ Good ☐ Fair ☐ Damaged

Charger returned: ☐ Yes ☐ No

Other accessories returned: ☐ Yes ☐ No

Staff Signature: _____

Date: _____