



LANCASTER
SCHOOL

Sixth Form Bursary Scheme

16-19 Bursary Scheme

Important information for all 6th form students and their parents/guardians/carers

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is to help eligible students with costs that are required for their study programme; these are for items the student would otherwise need to pay for to participate.

The fund is designed to help students overcome the individual financial barriers to participation they face.

Receiving bursary funding does not affect receiving other means-tested benefits paid to families.

Who will be eligible for a bursary in the School Scheme?

To qualify you must be in Key Stage 5, aged 16 to 19 (under 19 at 31 August before the academic year in which you start your programme of study) and a legal resident of the UK or registered asylum seeker. There will be two levels of School Bursary and you can apply for **ONE** only:

Level 1 - Vulnerable

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right

Level 2 - Discretionary

This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education. It is for students who received Free School Meals in Year 11 and continue to be eligible for Free School Meals in Sixth Form and/or who have identifiable financial needs. They will receive a bursary of **up to** £800 per year for identified and agreed costs outlined in the application process.

The awards will be dependent on good behaviour and good attendance (no more than 10% unexplained absence from all lessons).

Lancaster School will look to pay bursaries in-kind rather than in cash as far as possible, as recommended by the Education and Skills Funding Agency (ESFA).

What can the money be spent on?

The money is for the books, transport, specialist clothing or other essential course related costs needed to help a young person stay in education.

The funding cannot be used for extra-curricular costs e.g. after school clubs.

If I am in one of the eligible groups what evidence will my school need to see?

Level 1 – Vulnerable

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on
- for students receiving UC/ESA and Disability Living Allowance or Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.

Level 2 - Discretionary

Evidence relating to Free School Meal eligibility and household income.

Evidence should include one or more of the following:

- P60
- Income Support/Universal Credit (award letter or 3 most recent statements)
- Full Tax Credit Award Notice
- Self-employed earnings (official tax return)
- Other benefits/pension award letter
- Wage slips for household

If you are unsure as to whether you are entitled to Free School Meals, please contact the school office for a Free School Meals application form.

Advice on bank accounts

Students aged 16 are able to open a basic bank account. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds

to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).
- If a student has a Credit Union account, the student should check with the Credit Union that it will receive payments made by BACs.

How do I apply?

Please complete and submit the Application Form attached to this policy and remember to include evidence to support your application. Forms without correct evidence will be rejected.

The deadline for Autumn term is Tuesday 30th September 2025.

Any applications received after the deadline will have their application considered, but acceptance will be dependent upon funding still being available.

What happens to my application form?

Bursary Panel

Our Bursary Panel will comprise of the Headteacher or Deputy Head, School Finance Officer and a Governor.

The Bursary Panel will sit in the Autumn term to assess each claim, with the view to notify of outcome by 31st October 2025.

Applications approved will be monitored and evaluated throughout the year and reports given to the Remissions Panel regarding students failing to meet the conditions of the grant. The grant will be withdrawn if at any time a student fails to meet the criteria.

Lancaster School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school or paid as a reimbursement.

NB The bursary payment to schools is a fixed and limited amount. Lancaster School may have to vary the amounts of its bursaries to deal fairly the numbers of eligible students in their sixth form.

Bursary Application Form

Name..... Class.....

Date of birth.....

Address Home tel no.....

(including postcode)..... Student mobile no.....

..... Parent mobile no.....

.....

.....

Bursary Applied for (tick one box only)

Level 1 - Students in care
- Care learners
- Students receiving Income Support or Universal Credit whilst supporting themselves and/or a dependant
- Disabled young people receiving both Employment Support Allowance or Universal Credit **and** Disability Living Allowance or Personal Independence Payments

Level 2 For students in receipt of Free School Meals with identifiable financial needs (evidence attached).

Please tick below to state how you are planning to use the Bursary Grant:

- | | |
|--|---|
| <input type="checkbox"/> Transport/travel costs | <input type="checkbox"/> Course related equipment |
| <input type="checkbox"/> Uniform/school clothing | <input type="checkbox"/> Trips essential to study programme |
| <input type="checkbox"/> Other* | |

*If other, please provide details below:

.....

.....

.....

.....

.....

Please note evidence should be attached to support your application. If no evidence is appended the application will be refused automatically.

Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope to the School Finance Officer marked 'Confidential'.

Declaration by student and parent(s)

I agree to my application being scrutinised by the Remissions Committee, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well or have unexplained attendance below 90% then my Bursary will be withdrawn without notice.

I confirm that, for level 2 Bursaries, no other income or financial support is available from another household to support the student.

If I leave Further Education at any time within 4 weeks of a Bursary being awarded/paid then I will repay the funds given to me.

I confirm that:

The information I have given is, to my knowledge true and correct and the school may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

The data contained on this form will be held on file for seven years and that Lancaster School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

Lancaster School has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature..... Parents signature.....

Date.....

Completion by Lancaster School staff:

Name..... Position.....

Signature..... Date.....