



**THE WREN**  
NURTURE · CHALLENGE · INSPIRE

# THE WREN SCHOOL BURSARY POLICY 2024/2025

**Signed by Principal:**

**Review Date:** Annually

This policy is reviewed annually to ensure compliance with current regulations.

[www.wren.excalibur.org.uk](http://www.wren.excalibur.org.uk)

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Registered in England: Company Number: 08146633 Registered Office: Granham Hill, Marlborough, Wiltshire SN8 4AX



## Background

The 16 to 19 Bursary Fund was introduced in 2011. It is money the Government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

A guide for young people and their parents is available on the 16 to 19 Bursary Fund page <https://www.gov.uk/1619-bursary-fund>

There are 2 types of 16 to 19 bursaries:

- Vulnerable bursaries of up to £1,200 a year for young people in one of the defined groups below.
- Discretionary bursaries that we will award to meet the individual needs and circumstances of our students. Our bursary awards will be targeted towards those young people who face the greatest financial barriers to participation, such as transport, meals, books, clothing for school and equipment.

The Wren School is responsible for managing both types of bursaries. Students who want to apply for support from the bursary fund should make their application as soon as possible. All applications are dealt with confidentially and each student who applies for the bursary must provide evidence to back up their application.

### 1. Vulnerable Bursaries

Most students who get support from the bursary will receive a tailored award from the discretionary bursary (see below). Students in one or more of the groups below need more support and can apply for a vulnerable bursary of up to £1,200.

The eligible groups are students who are:

- in or recently left local authority care
- care leavers
- getting [Income Support](#) (IS) or [Universal Credit](#) (UC) because you are financially supporting yourself
- getting Disability Living Allowance (DLA) in your name and either [Employment Support Allowance](#) (ESA) or Universal Credit
- you get [Personal Independence Payments](#) in your name and either ESA or Universal Credit.
- Refugees who are unaccompanied, up to the age of 18

Please note that to qualify as eligible for a vulnerable student payment you do not have to be living independently of your parents; you can claim ESA or UC in your own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.

## 2. Discretionary Bursaries

Students that apply will be assessed individually and awarded a bursary based on their actual financial need. This assessment will be documented, and the evidence obtained to support the amounts being claimed retained for audit purposes. We will:

- assess each student's actual need for financial help before deciding to make an award, and if so, how much.
- document the assessment, get evidence (in the form of receipts) to support the amounts being claimed and retain it for audit purposes.
- set our own eligibility criteria for discretionary bursaries but comply with the basic eligibility conditions of the scheme.
- comply with the requirements of the Equality Act 2010 when setting eligibility criteria and will not discriminate against any students, either directly or indirectly, on the basis of their protected characteristics.
- manage the number and size of discretionary bursary awards to keep within our budget.
- retain a small emergency fund from their discretionary allocation to be used to support students who experience exceptional circumstances during the academic year which impact on their ability to participate.

Household income	Discretionary Bursary /year
Up to £20,000	Up to £800
£20,001 -£25,000	Up to £450
£25,001 - £30,000	Up to £250

*The table above is for guidance only. The actual amount paid depends on the number of qualifying applicants in any given year and the remaining balance of the fund.*

## 3. Who is eligible to apply for 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria: -

- Students aged at least 16 and under 19 years of age on 31/08/24 who are in care, are leaving care, are in direct receipt of Income Support (or Universal Credits) or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in their own right.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who were eligible for Free School Meals in Year 11
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.

#### 4. Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/24 (Where a young person turns 19 during their program of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the program)
- Students who do not meet the residency qualifications.
- Students who do not fulfil any of the criteria described above.

#### 5. Residency qualifications

- Students must meet the residency criteria in ESFA funding regulation for post-16 provision in the 2024 to 2025 academic year. This document also specifies the evidence institutions must see and retain for audit to confirm eligibility.

#### 6. Proof of income

Proof of evidence will be required to support all applications and could include:

- Documentation regarding proof of entitlement to Free School Meals.
- Certified letter from the DWP.
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other means tested certification

#### 7. How will The Wren School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund, and the academy will prioritise allocation. Students who are eligible for any level of funding should complete an application form and hand it to the Principal via the Director of Sixth Form as soon as possible, and **no later than 30<sup>th</sup> April 2025 for the 2024/25 academic year**. A Bursary Fund Committee will then consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be regular attendance and no unauthorised absences.
- They must maintain acceptable levels of behaviour, effort and progress and the Director of Sixth Form will be regularly consulted on this.

#### 8. The Bursary Fund Committee

The Bursary Fund Committee will meet to consider and review applications. Emergency meetings may be called if required and additional meetings may be called to consider late claims if funds allow.

The Bursary Fund Committee will be made up of the Director of Sixth Form, the Principal, and the School Business Manager.

The Director of Sixth Form does not make decisions about applications but may offer information to the Committee about a student's circumstances, well-being, behavior, progress, and attendance. The Director of Sixth Form can authorise the Finance Officer to withhold student payments if attendance, behavior, and work rate is not up to the expected standard.

## **Financial support for Sixth Form Students in 2024/25**

The following information applies to students aged 16 to 18 on 31<sup>st</sup> August 2024 taking a full-time further education course in 2024/25.

### **£1200 Vulnerable Bursary**

You could receive up to this amount, if you are in one of the following defined vulnerable groups:

- You are living in care
- You are a care leaver
- You, the Student, are getting Income Support (IS) or Universal Credit (UC) in place of Income Support in your own right
- You, the Student, are getting Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in your own right

The following are examples of appropriate evidence:

- A letter setting out the benefit to which you are entitled, ideally confirming that the terms of your benefit entitlement allow you to participate in further education.
- Written confirmation of current or previous looked-after status from the Local Authority.

### **Discretionary Bursary**

You could receive this level of funding (up to a maximum of £800) if:

- You have a gross annual household income of below £30,000
- OR
- You are in receipt of Free School Meals
- OR
- Your household is in receipt of other income-based means tested benefits

You may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- A contribution or the cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform, or other school resources
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/24

*Whenever possible for Bursaries awarded for travel or equipment, the travel or equipment will be purchased directly by the school and then provided to the student. In circumstances whereby the student makes the purchases, receipts must be obtained and handed to the school.*

*Any equipment provided by the school for study will be on a loan basis and should be returned when the student leaves The Wren Sixth Form.*

*Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Bursary Committee who will follow the academy's usual complaints procedure.*

*If you are unsure which Bursary to apply for, please ask the Director of Sixth Form -*

*For Vulnerable Bursaries – students should complete the form in Appendix 1 (2 pages)*

*For Discretionary Bursaries – families and students complete Appendix 2 (3 pages)*

### **Payment of Bursaries**

Government Guidance now advises that wherever possible awards should be made in kind, rather than by making cash payments into student bank accounts. There will be occasions when this is not achievable, and reimbursements will be paid to students upon the supply of a receipt for any pre-agreed expenses not made by The Wren School.

Any such payments will be made directly to students by BACS. The bank account into which the money is paid must be in the student's name, it may therefore be necessary for the student to open a bank account to facilitate this.

Students may elect to have the bursary used towards equipment such as a laptop, or towards a bus or travel pass and these shall be purchased directly by The Wren School on behalf of the student.

### **Qualifying Condition**

Payment of bursaries will be conditional on students meeting agreed standards in the following areas, which shall be reviewed regularly –

- Attendance
- Behaviour
- Work Rate

Exceptional Circumstances will be taken into account where appropriate.

**APPENDIX 1 – VULNERABLE BURSARY - page 1 of 2**

**APPLICATION FORM – VULNERABLE BURSARY**  
**- maximum available £1200 per annum**

Student Details

Full Name:	
Year and Tutor Group:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.**

Student Signature		Date	
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**APPENIDX 1 – VULNERABLE BURSARY – page 2 of 2**

**Full name:**

**Date of birth:**

I wish to apply for a Vulnerable Bursary under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am entitled to Free School Meals
- I am in receipt of income support / Universal Credit (delete as necessary)
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance / Personal Independence Payments (delete as necessary)

I attach to this form the following evidence to support my application (please specify below):

I wish to apply for support towards the following (please give as much detail as possible):

<b>Specific need (i.e., transport, meals, equipment, clothing)</b>	<b>Amount applied for</b>	<b>Total</b>

**I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Student)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**The application form and appropriate appendix needs to be handed to the Director of Sixth Form as soon as possible, and no later than 30<sup>th</sup> April 2025.**

**Applications will be handled with the utmost confidentiality.**



**APPENDIX 2 – DISCRETIONARY BURSARY - Page 1 of 3**

**APPLICATION FORM – DISCRETIONARY BURSARY**  
**- maximum available £800 per annum**

Student Details

Full Name:	
Year and Tutor Group:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.**

Student Signature		Date	
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**APPENDIX 2 – DISCRETIONARY BURSARY – Page 2 of 3**

Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

**I confirm that the details on this application and the evidence provided are true and accurate.**

Parent/carer Signature		Date	
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## **APPENDIX 2 – DISCRETIONARY BURSARY – Page 3 of 3**

**Full name:**

**Date of birth:**

I wish to apply for a Discretionary Bursary under the following criteria (please delete as appropriate):

- My gross household income is below £30,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards the following (please give as much detail as possible):

<b>Specific need (i.e., transport, meals, equipment, clothing)</b>	<b>Amount applied for</b>	<b>Total</b>

I attach to this form the following evidence to support my application (one of the following):

- Photocopy of recent Tax Credit Notice TC602, *or*
- Three recent **complete** copies of the Universal Credit payment statements, *or*
- Alternative proof of household income

*Evidence can be supplied by email to [finance@wren.excalibur.org.uk](mailto:finance@wren.excalibur.org.uk) using a Subject Title of Bursary Household Income and including the student's name within the email.*

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Student)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

**The application form and appropriate appendix needs to be handed to the Director of Sixth Form as soon as possible, and no later than 30<sup>th</sup> April 2025.**

**Applications will be handled with the utmost confidentiality.**