



THE LATYMER SCHOOL

Founded 1624

THE LATYMER SCHOOL 16-19 BURSARY FUND POLICY NON-STATUTORY

Policy review by	Finance and Infrastructure, September 2025
Policy agreed	Full Governing Body, November 2025
Review policy	April 2027

This policy is to be applied from April 2026.

This policy applies to staff, governors, parents, and students. It combines statutory compliance, practical guidance, and application processes in one document.

1. Purpose and Scope

This policy sets out the statutory framework for the administration of the 16–19 Bursary Fund at [School Name]. It is produced in accordance with the Department for Education (DfE) 16 to 19 Bursary Fund Guidance for 2025–26. The purpose of the fund is to provide financial support to eligible students to help remove barriers to education, ensuring equal access to learning opportunities.

2. Legal Basis

This policy is based on:

- DfE 16–19 Bursary Fund Guidance 2025–26
- Education and Skills Act 2008
- Children Act 1989
- Equality Act 2010

The governing body shall ensure that the bursary fund is managed in compliance with statutory requirements, funding agreements, and audit expectations.

3. Types of Bursary

There are two types of bursary available:

1. Vulnerable Bursary (up to £1,200 per year) – for students in care, care leavers, or those receiving certain benefits in their own name.
2. Discretionary Bursary – for students facing financial hardship, based on household income or other exceptional circumstances.

4. Subcontracting

The Latymer School does not subcontract any part of its post-16 provision. In line with DfE requirements, the school will complete an annual subcontracting declaration confirming a nil return.

5. Application Process

- Applications must be submitted annually, ideally by 31 October.
- Evidence must be provided (see Annex C).
- Awards are confirmed in writing. Appeals follow the school's complaints procedure.

6. Payment Process

- In-kind support (books, equipment, passes, vouchers) is preferred.
- Direct payments may be made where in-kind support is not practical.
- All payments are conditional on 95% attendance and good behaviour.
- Full audit records are kept.

7. Monitoring and Review

- Reviewed annually by Resources Committee.
- Reports to governors include number of students supported, spend, and allocation.
- AHT Post-16 monitors awards termly.

Annex A – Roles and Responsibilities

Role	Responsibilities
Governing Body	Approve and monitor policy; ensure compliance; receive annual bursary report.
Headteacher	Oversee implementation and compliance.
AHT Post-16	Review applications, approve awards, monitor spending, ensure census accuracy.
Finance/Admin Staff	Check evidence, maintain secure records, process payments, submit nil subcontracting return.
Teaching Staff	Identify students in need and signpost bursary support.
Parents/Carers	Provide accurate income evidence; notify of changes; support student attendance.
Students	Apply with evidence; maintain 95% attendance; meet behaviour standards.

Annex B – Example Scenarios

Example A: Vulnerable Bursary – Student in Year 12, care leaver, provides LA letter. Award: £1,200 with in-kind travel support.

Example B: FSM Discretionary – Student entitled to FSM. Award: £20 weekly meal voucher + bus travel.

Example C: Low Income Discretionary – Parents' combined P60s show £23,000 income. Award: £200 equipment + £150 trip support.

Annex C – Evidence Guidance

Bursary Type	Examples of Evidence	Checks Required
FSM	FSM entitlement letter	Ensure letter is current; household net income \leq £7,400.
Discretionary	P60, 3 payslips, UC/Tax Credit notice	Gross household income \leq £26,000; docs \leq 12 months old.
Vulnerable	LA care letter, UC/Income Support, DLA/PIP + ESA	Student named; current awards; both benefits shown where required.
Hardship	Tenancy/eviction notices; arrears letters	Official, recent, links directly to hardship.

Annex D – Parent/Carer Guidance

Parents/carers must:

- Provide up-to-date evidence of income or circumstances annually.
- Notify the school of changes in income or household circumstances.
- Support students to maintain attendance (95%) and behaviour.
- Ensure bank accounts are in the student's name if bursary is paid by transfer.
- Sign the application form to confirm information is true and complete.

Annex E – Payments and Transport

DfE advises bursary support should normally be provided in-kind. Direct payments are allowed where in-kind is not practical.

Transport Costs:

- Use LA/student bus passes where available.
- Reimburse receipts/tickets where passes are not available.
- Mileage rates (15–20p per mile) may be used where no public transport exists.
- Distance is measured as the shortest safe route from home to school (Google Maps/LA transport software).

Examples:

- Student with bus pass costing £500 annually: school reimburses or provides pass.
- Student in rural area 8 miles away: mileage paid $15p \times 16 \text{ miles} \times 190 \text{ days} = £456$ annually.
- Student with weekly train ticket $£25 \times 39 \text{ weeks} = £975$ annually reimbursed.

Annex F – Application Form

Parents/carers and students must complete this annually.

Student Name	
Date of Birth	
Year/Tutor Group	
Address	
Parent/Carer Name	
Relationship to Student	
Contact Number	
Email	
Type of Bursary	<input type="checkbox"/> Vulnerable <input type="checkbox"/> Discretionary
Evidence Attached	<input type="checkbox"/> FSM <input type="checkbox"/> P60 <input type="checkbox"/> Payslips <input type="checkbox"/> UC <input type="checkbox"/> Tax Credit <input type="checkbox"/> LA letter <input type="checkbox"/> Other
Support Requested	<input type="checkbox"/> Transport <input type="checkbox"/> Books <input type="checkbox"/> Meals <input type="checkbox"/> Trips <input type="checkbox"/> University Costs <input type="checkbox"/> Other
Payment Method	<input type="checkbox"/> In-kind <input type="checkbox"/> Bank Transfer (student account)
Bank Details (if transfer)	Account Holder: Sort Code: Account Number:
Student Declaration	I confirm the information is true. I understand attendance/behaviour rules apply.
Signatures	Student: Date: Parent/Carer: Date:
Office Use Only	Checked by: Date: Eligible: Y/N Award: £ Approved by: