



West Kirby
Grammar School

16-19 Bursary Policy

Administration Use:	
Statutory/Non-Statutory:	Non-statutory
Website:	Yes
GB Committee:	Leadership and Management 1
Review:	Summer 2025
Next Review Date:	Summer 2026

Introduction

The 16-19 Bursary Fund is a scheme set up by the government to help the most vulnerable young people aged 16-19 continue in full time education. Its purpose is to provide financial support to help students overcome specific barriers to participation, so that they can remain in education. Full details can be found on the gov.uk website.

Eligibility

- Age – students must be over 16 and under 19 at 31 August before the academic year in question. If a student turns 19 during their programme of study, they can continue to receive the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Residency – students must meet the residency criteria in the DfE funding regulations for post 16 provision. This document sets out the evidence required to confirm eligibility and can be found at: <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>
- The young person must also meet the eligibility criteria for the category of bursary they are applying for.

Categories of Bursary

1. Discretionary Student Bursary (eligible for up to £1000 per annum)

If the household income is less than £27,500.

It may also likely you are eligible for free school meals). Please visit [Free School Meals | West Kirby Grammar School \(wkgs.org\)](#) to check eligibility and register.

2. Vulnerable Student Bursary (eligible for up to £1,200 per annum)

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 UC in their own right

The allocation of these funds is subject to audit so West Kirby Grammar School will require evidence that the application is genuine. All information will be treated in confidence (copies of evidence will be retained for a period of 6 years). Appropriate evidence required is stated on the application form.

Conditions for receipt of student bursaries

Despite eligibility, students **do not** automatically receive the full amount. In order for payments to be authorised students should have:

- a good record of behaviour and punctuality
- Minimum of 90% attendance
- no unauthorised absences
- satisfactory assessment results and behaviour for learning (BFL)

Payments will be made in arrears and in some cases there may be delays if there is a query regarding stated conditions or if the correct paperwork is not provided. In this case, issues will be discussed with individual students (not parents). If a payment is not made, it is the responsibility of the student to monitor this and seek advice from Mrs Marley. If necessary, emergency funds can be authorised.

Students will be required to inform the school of any changes in their financial circumstances which may affect their eligibility for bursary funding. Students are required to reapply once moving from Y12 to Y13.

Allocation of Funds

Funds are allocated in accordance with the needs of individual students. Flat rate payments ARE NOT made. Once applications have been processed, a notification email will be sent with the decision outcome.

Students can claim using the claim form throughout the year to cover any school related costs; receipts for all stated items must be submitted along with the form.

Examples of what students can claim support for include:

- **Transport costs** (School buses paid directly to Calday once the bursary is approved. For public buses – tickets should be collected from the finance office prior to travel)
- **Meals in school** (reimbursement of any monies paid via Scopay)
- **Essential school clothing** (blazer, skirt, trousers, shoes – **up to £200 per year**)
- **Course materials** (books, stationery etc)
- Support for **educational trips** where they **are compulsory or essential to the student's study programme.**
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- **University visits/application** (included open days, interviews etc)

NOTE: Where possible, payments will be paid directly for what is needed rather than as a reimbursement to students. When this is not possible, payment will be transferred to the **student's bank account** upon authorisation that the student has met the criteria.

Payment is NOT guaranteed; students must meet the conditions stated above.

Applications

Application forms are available online and should be submitted to the finance department along with the stated evidence (see below). The earlier applications are submitted the earlier they can be processed and students can access funds. Incorrect or out of date evidence can delay the approval process.

Type of Income		Evidence required
A	Universal Credit	ALL pages of most recent award letter for the last 3 months
B	Other Benefits/Pensions (specify)	ALL pages of most recent award letter for the last 3 months (if not annually)
C	Earned income if no additional benefits are received	Include last 3 months wage slips
D	Self-employed earnings with no additional benefits	Audited accounts or official tax return for most recent tax year

Each application will be considered on a case-by-case basis and discretionary payments may be offered if students don't quite meet the criteria.

Assessment

The Bursary Awards Panel (comprising a representative from Finance and the Assistant Head teacher) will assess each application with supporting evidence in the strictest confidence. Notification of acceptance is provided via email once approved. Copies of the evidence will be kept on file for a period of six years.

Appeals

If students are deemed not eligible for the bursary fund, parents, carers and students have the right of appeal; this should be done in writing to Mrs Marley (imarley@wks.net) who will liaise with the Director of Finance (Mr Eckford) and/or the Headteacher (Mr Clarke), as appropriate.

For more detailed information on the 16-19 bursary fund, please see guidance for 2025-2026:

[16 to 19 Bursary Fund guidance - GOV.UK](#)