



West Kirby
Grammar School

16-19 Bursary Policy

Administration Use:	
Statutory/Non-Statutory:	Non-statutory
Website:	Yes
GB Committee:	Full Governing Body
Review:	Summer 2026
Next Review Date:	Summer 2027

Introduction

The 16-19 Bursary Fund provides financial support to help eligible students overcome specific financial barriers to participation, so that they can remain in education. The fund has two elements : bursaries for students in defined vulnerable groups and discretionary bursaries for students facing financial barriers in participation.

Eligibility

- Age – For the 2026/27 academic year, students must normally be aged 16 or over but under 19 on 31st August 2026. Students aged 19 or over may only be considered for discretionary bursary support if they have an Education, Health and Care Plan, or if they are continuing on the same study programme they started when aged 16-18. Students aged 19 or over are not eligible for the bursary for defined vulnerable groups.
- 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

Students with a household income below £27,500 may be considered for discretionary bursary support, normally up to £1,000 per academic year. Awards are not automatic and will depend on available funding, household income, assessed financial need, and evidence of the actual participation costs the student faces.

It may also likely you are eligible for free school meals). Please visit <https://wkgs.org/day-to-day/finance/free-school-meals> to check eligibility and register.

2. Vulnerable Student Bursary

Students who meet one of the defined vulnerable group criteria may be considered for support of up to £1,200 per academic year, where they have actual financial need. Meeting one of the defined vulnerable group criteria does not automatically entitle a student to the full amount, or to any payment, if their participation costs are already met from other sources.

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 and engagement with their study programme.

Wherever possible, support will be provided in-kind or paid directly to the supplier, for example through travel passes, school meals, direct purchase of essential items, or direct payment for approved costs. Where this is not possible, reimbursement or BACS payment to the student's own bank account may be made, subject to approval and evidence. The school will not normally make large lump-sum payments

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

All bursary awards will be based on an individual assessment of the student's actual financial barriers to participation. The school will consider the type, purpose and value of support required, such as transport, meals, essential books, equipment, clothing, UCAS costs, university interviews or open days and essential curriculum-related trips. The School will retain a record of the assessment and the calculation used to determine the amount of support awarded. Flat-rate or fixed payments will not be made where they do not reflect evidenced actual costs.

Once applications have been processed, a notification email will be sent with the decision outcome.

Students can claim using the claim form (**found online**) 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 – travel passes can be collected from the Finance Office.
- **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**- these can be paid by Finance Department directly.
- **UCAS Application**
- **University visits/application** (including open days, interviews etc)

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

Applications

Application forms are available online. Students must sign the application and it should be submitted to the finance department along with the stated evidence (see below). The earlier applications are submitted the sooner they can be processed and students can access funds. Incorrect or out of date evidence can delay the approval process. Please ensure that **ALL** information is complete and accurate, and that false or incomplete information may lead to payments being stopped, overpayments recovered, and, in serious cases, referral for investigation.

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 for temporary meals and travel support.

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@wkgs.net) or Mrs Begbie (lbegbie@wkgs.net) and will be handled through the school's complaints procedure 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 2026-2027: [16 to 19 Bursary Fund guidance - GOV.UK](#)