Huish Episcopi Sixth Form

16-19 Bursary Policy 2026-27

1. What is the 16-19 Bursary?

The 16-19 Bursary is a scheme to help eligible students meet the costs of continuing in full-time education, where otherwise this may not be possible.

The scheme has two categories of bursary:

- Category One Vulnerable Bursary is for the most vulnerable students and an award of £1,200 is made. The most vulnerable are classified as:
  - Young people in care
  - Young people living independently after leaving Local Authority Care
  - Young people in receipt of Income Support (IS) or Universal Credit (UC)
  - Disabled young people in receipt of Employment and Support allowance (ESA) who are also in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP).

- Category Two Discretionary Bursary is awarded to students with a household income of less than £36,700 in order to assist them with any financial barriers to staying on in education. An award of **up to £1,000** may be made based on the household income, and after an assessment of total student need has been made. The funds students receive should be used on costs such as transport, food, equipment and appropriate clothing.

The named contact at the Academy for all 16-19 Bursary support / enquiries is the Head of Sixth Form.

2. Application

The receipt of the bursary is conditional on a student completing an application form and submitting all relevant evidence. Application forms are available from the Finance Office.

Applications can be submitted from the beginning of the academic year, **4th September 2026**. The deadline for applications is **30th September 2026**. Students who have joined Huish Episcopi Sixth Form after this date and before **5th October 2026** will still be eligible to apply but will not be considered until the beginning of the next term.

Please note that bursary funds are limited and allocated on a first-come, first-served basis. Therefore, students who apply after the deadline are not guaranteed to receive a bursary, even if they meet the eligibility criteria.

In-year applications will be considered if the financial circumstances of the student's household have changed providing full and proper evidence is submitted. These applications will not be backdated and will only be payable for the current term onwards.

Huish Episcopi Sixth Form will retain a small contingency to cover any in-year emergencies. This fund will also cover any 'in-kind' support such as books or equipment, which should be returned at the end of the course. Any student facing genuine financial difficulties will be eligible to apply for this by completing an application form and providing requested evidence.

All students identified as eligible for the bursary will be entitled to complete a payment request form, where they will detail what they need assistance for and how much is needed. Once a decision has been made in

favour of the request, the purchasing of the items will usually be organised by the Finance Office. Only with prior agreement from the Finance Office, may students make certain purchases themselves. Bursaries will not be used for any purpose designed to give competitive advantage over other providers such as provision of benefits or gadgets.

3. Conditions

The decision to authorise payments will be based on a student's attendance and acceptable behaviour over a half term period.

4. Attendance & Punctuality

- All students must be registered on a full-time course of study
- All students must have over 95% attendance and punctuality
- Any unauthorised absences will stop payment. All directed time, including study periods, will be taken into consideration
- Huish Episcopi Sixth Form may authorise an absence if it considered acceptable
- If a student shows an unacceptable pattern of absence, even if such absences are authorised by parents/carers, payment may be stopped

Any student with extenuating circumstances, which effects their attendance and punctuality, should liaise with the Head of Sixth Form.

5. Behaviour

Students must adhere to Huish Episcopi Sixth Form's code of conduct which they have agreed to when signing the Code of Conduct Agreement. If students continually display a poor attitude to behaviour and conduct, payment may be stopped.

6. Appeals Process

Parents/Students may appeal against an unsuccessful bursary application. All appeals should be made in writing and passed to the Head of Sixth Form for consideration. If the matter is not resolved satisfactorily, this will then be given to the Principal for further consideration.

It must be remembered that Huish Episcopi Sixth Form, as the provider, has the responsibility and power to handle all appeals. Clarification and consultation will take place between the governing body and the ESFA if necessary. This action in no way prejudices the rights of the appellant to seek independent representation and advice.

Parents/Students can appeal against stopped payments in the same manner.

7. Fraudulent Claims

By signing the application form, students and parents are confirming that the information provided is true. Parent/students should notify Huish Episcopi Sixth Form immediately if circumstances change. The bursary will be provided on the basis of certain conditions (as above). Money will be claimed back if information given is found to be false.

8. Paperwork

The process necessitates the need to keep accurate and up-to-date records for auditable purposes. The ESFA will carry out a mid-year review of spending and will recover monies not expected to be spent. All Paperwork will be kept for a minimum of six years.

Administrators of the system will follow the procedural guidance which will be reviewed regularly to ensure that good practice is achieved.

This policy is subject to annual review – April 2027.