



TOWNSEND
CHURCH OF ENGLAND SCHOOL

16-19 Bursary Policy

Last reviewed	September 2025	Next review	September 2026
Review period	Annually	Reviewed by	FGPC
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Document Control

Date modified	Description of modification	Modified by
30/09/2024	<ul style="list-style-type: none">• Addition of Introductory statement including the School Ethos• Section 3 - first paragraph: addition of “Students who qualify for this will need support for resources such as travel and textbooks.’ for clarity.• Section 4 - first paragraph: addition of “or finance department”• Section 5 - final bullet point: addition of “and bank account details will need to be provided”• Section 6 - first paragraph: removal of “which is available below or from the Head of Sixth Form.”• Application form – amended for clarity	LTH/ MTO
30/09/25	<ul style="list-style-type: none">• Section 3 - Discretionary Bursary updated in line with ESFA guidance• Minor amendments to section 4 & 6 to reflect procedural changes	DSM/MTO

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1. Introduction

At Townsend, our vision of 'Achievement For All, Respect For All' is underpinned by the concept of 'Love your neighbour' from the story of the Good Samaritan, Luke 10:25-37. We value everyone, and show love and respect for ourselves and others, setting high standards and supporting each other so that we can all flourish. The concept of 'love your neighbour' is taught in three strands:

1. Love your neighbour – treat others as you would wish to be treated yourself
2. Love yourself – self-care is important, look after yourself physically, mentally and spiritually
3. Love the journey – whether academic or personal, Townsend supports everyone's journeys to enable you to flourish individually and collectively

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents/carers and students the type of support that is available and the means of applying for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds.

A student, who is aged between 16 and 19 years, and who might struggle with the costs of full-time sixth form education, may be eligible to receive a bursary. There are two types of bursary available to students outlined below:

1. 16-19 Bursary for Vulnerable Students
2. 16-19 Discretionary Bursary

To be eligible to receive either type of bursary, a student must be:

- aged under 19 years old on 31st August. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began when aged 16 – 18 or if they have an Educational Health and Care Plan (EHCP).
- a full time resident in the UK.

2. 16 – 19 Bursary for Vulnerable Students

To read about this bursary in more detail, you can access the government website here: <https://www.gov.uk/1619-bursary-fund>

A student may be able to access a bursary as a vulnerable student if at least one of the following applies:

- the student is in or has recently left local authority care
- the student receives Income Support or Universal Credit because they are financially supporting themselves
- the student receives a Disability Living Allowance (DLA) and either Employment and Support Allowance (ESA) or Universal Credit
- the student receives Personal Independence Payment (PIP) and either ESA or Universal Credit

Students who meet at least one of the above criteria may be eligible to receive a bursary. The amount received will depend on the costs that are incurred and what might be needed for a course. This might include money for books, equipment or travel costs to school. Students are not automatically entitled to a bursary if they do not have financial needs or if their financial needs are covered from other sources.

3. 16-19 Discretionary Bursary

Students facing financial difficulties, but who do not meet the criteria for the Bursary for Vulnerable Students, may be awarded a 16-19 Discretionary Bursary by the school. Students who qualify for this will need support for resources such as travel and textbooks. Students may be eligible to apply for a discretionary bursary if at least one of the following applies:

- The student previously qualified for free school meals.
- The student's family is in receipt of Income Support or Universal Credit

The discretionary bursary can be awarded in the following bands:

Level 1

Vulnerable Bursary

For students in or have recently left local authority care; disabled and you receive Income Support in your own name; disabled and you receive Employment and Support Allowance (ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name; disabled and you receive Universal Credit in your name in place of Income Support or ESA. You could receive up to £1,200 per year to support you with school costs.

Level 2

Annual Household income of below £22,000. Students will receive:

For students whose gross household income is below £22,000 as assessed by HMRC. Level 2 Discretionary Bursary students will receive daily credit to their lunch account to purchase food in the school canteen, reimbursement of the cost of travel to up to 3 University Open Days or Post18 job/apprenticeship interviews and support with travel costs* to school where required. Students will also be able to have items required for their course purchased on their behalf, a discount of 50% towards the cost of an iPad as well as be entitled to a discount on curriculum trips and other related costs up to an indicative value of £200, depending on the level of applications. Students will receive a complimentary study pack at start of the school year. Breakfast is available daily from the Sixth Form Hub.

Level 3

Annual Household income of £22,001- £28,000 Students will receive:

For students whose gross household income is below £28,000 as assessed by HMRC. Level 3 Discretionary Bursary students will receive daily credit to their lunch account to purchase food in the school canteen, reimbursement of the cost of travel to up to 3 University Open Days or Post18 job/apprenticeship interviews and support with travel costs* to school where required. Students will also be able to have items required for their course purchased on their behalf, a discount of 25% towards the cost of an iPad as well as be entitled to a discount on curriculum trips and other related costs up to an indicative value of £100, depending on the level of applications. Student will receive a complimentary study pack at start of the school year. Breakfast is available daily from the Sixth Form Hub.

**Transport costs are only paid for public transport, not private hire vehicles such as Uber or taxis.*

Pupils who were allocated Free School Meals in Y11, will also be allocated a daily allowance for their lunch during Y12 and Y13 and be automatically allocated to their canteen lunch account.

The school also has the discretion to award payments, including where the above criteria has not been met, for example where a change in a student's circumstances creates an immediate need for financial support or to help with transport costs from specific identified post codes.

The amount we may pay will depend on individual level of need for each applicant and on how many students in total are claiming. This may include consideration into where the student is travelling from and student postcode area as part of this level of need.

For discretionary bursary awards, a student must provide a breakdown of the specific educational purpose for the funds being requested. e.g. cost of travel, books, laptop, iPad etc. Students will be asked for evidence, for example receipts, of how your bursary has been spent. If termly receipts are not provided or do not total the amount given, this can be deducted from the total bursary amount for the next term.

Evidence of financial circumstances must be provided for each level. Evidence can come from any documentation demonstrating household income – for example evidence of receipt of benefits, a P60; Tax credit notice, household pay slips. All documentation provided will be treated with the strictest confidence.

4. Conditions of Bursary Payments

To apply, parents/carers must submit the original evidence of eligibility for a bursary to the finance department, together with a fully completed application form. Evidence must be dated within three months of the application. A list of evidence is detailed in the application form.

Applications must be made on an annual basis if eligibility continues (i.e. students progressing from Y12 into Y13 must reapply for bursary payments for the following year). Backdated bursaries are not permitted. Applications should normally be made before the end of September for financial support during the following academic year. Applications for the bursary due to a change in financial status or circumstances must be made when required to the finance department. These will be considered on an individual basis and a conversation with the parent/ carer applying for the bursary will be required.

All approved funding will be reviewed for eligibility on a termly basis. If there is a change in personal circumstances meaning that the student may no longer be eligible for support, this must be notified to the school at the earliest possible opportunity.

All bursary payments are conditional on:

- Sustained good attendance (minimum 95%) and good punctuality
- Students adhering to the criteria in the Learner Agreement
- Sustained good behaviour and effort in lessons and around school
- Participating fully in school life, including Cathedral visits
- Parental attendance to parent evenings

Failure to meet school expectations in terms of your attendance, behaviour and good study discipline is likely to result in bursary payments being withdrawn.

5. Payment of Bursaries

- Bursaries will be paid in arrears on a half-termly basis
- If there is an immediate need (for example, a need to buy school books or clothes urgently), then some of the bursary may be paid in advance.
- Some equipment, such as textbooks, can be ordered directly through school.
- Any money that is paid early or used to buy textbooks will be deducted from the payment made at the end of the half term.
- Any travel bursary awarded will be paid in arrears at the end of each half term on receipt of weekly/ monthly tickets for that term.
- Payments can only be made to the student directly, rather than to the parent / guardian and bank account details will need to be provided.

6. Application Procedure

Please complete the **bursary application form**.

Original documentation is required as proof of eligibility. The following documentation will be accepted:

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income.			
Type of Income		Yes/No	Evidence required
A	Income Support		An award letter which is less than 3 month old on the date of application
B	Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
C	Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 month old on the date of application
D	Universal credit		3 most recent monthly award statements
E	Other Benefits/Pensions (specify)		An award letter which is less than 3 month old on the date of application
F	Disability Living Allowance (DLA) or Personal Independence Payment (PIP)		An award letter less than 3 months old on date of application
G	A total of 3 months household payslips showing annual salary		Pay slips or letter of employment/ letter from employer stating annual salary for each adult in the household

- Applications should be returned to the finance department.
- Further information on the 16-19 Bursary can be obtained from the Head of Sixth Form
- All applications for financial support will be treated in confidence
- Your application will not be assessed unless you give your full details and include documentary evidence of household income.

Townsend Church of England School

16 – 19 Bursary Application Form

Part 1: Student Details	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Home Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

Part 2: Parent / Carer Contact Details	
Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

Part 3: Household Details		
<i>Please state who you live with and their relationship to you</i>		
Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16

Part 4: Circumstances and Bursary Choice

If any of the following circumstances apply to you, please tick the appropriate box:

Vulnerable Bursary

- You are 16-19, receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 and receive Income Support for any reason
- You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in their own right.

Discretionary Bursary

Please indicate the help you require by ticking the appropriate boxes:

- Travel costs
- Essential course costs (books, trips, equipment, uniform materials etc.)
- Meal costs
- iPad
- Other (please specify).....

Please indicate which band you are applying for(provision of P60, Universal credit notes needed):

- Level 1 – Vulnerable Bursary
- Level 2 - Annual Household income of less than £22,000
- Level 3 - Annual Household income of between £22,001 - £28,000

Please tick all boxes that apply to this application. Documentary evidence will be required to support the above requests.

Part 5: Declaration of residency

I declare that I have been a resident of the UK for at least 3 years

Signature of student

Part 6: Income Details (For Household)

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income.

Type of Income	Yes/No	Evidence required
A	Income Support	An award letter which is less than 3 month old on the date of application
B	Working Tax Credit / Child Tax Credit	Pages 1-4 of your most recent Tax Credit Award
C	Income-based Employment and Support Allowance (ESA)	An award letter which is less than 3 month old on the date of application
D	Universal credit	3 most recent monthly award statements
E	Other Benefits (please specify)	An award letter which is less than 3 month old on the date of application
F	Disability Living Allowance (DLA) or Personal Independence Payment (PIP)	An award letter/statement less than 3 months old on date of application
G	A total of 3 months household payslips showing annual salary	Pay slips or letter of employment/ letter from employer stating annual salary for each adult in the household

Part 7: Declaration

I certify that the information given above is correct and understand that Townsend Church of England School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.

Signature of parent/carers	
Signature of student	
Date	

Part 8: Student bank account details

Please provide the following information for the students bank account, payments will be made via BACS transfer

Name of bank	
Name on account	
Account number	
Sort Code	

Please remember to inform the finance department of any account changes throughout the year