

Weald of Kent Grammar School

Bursary Policy

This policy sets out the eligibility and process for application of the 16+ bursary at the school.

1. Eligibility

To be eligible to receive a bursary in the academic year 2025-26 the student must be aged over 16 and under 19 on 31 August 2025 and must satisfy ESFA residency criteria. The financial support available is from the 16 to 19 Bursary Fund.

If the student is aged over 19 they will not be eligible for the discretionary bursary unless they are continuing on a study programme they began aged 16 to 18, or have an Education, Health and Care Plan (EHCP). Students aged 19 or over are not eligible for bursaries for vulnerable groups.

The bursary should be used for specific educational purposes such as:

- Transport costs.
- Meals in school.
- Books & equipment.
- Educational trips. The Bursary can be used to contribute towards essential and directly relevant curriculum trips.
- University visits/university interviews.

To receive a bursary the student must satisfy the following conditions:

- The student's attendance must be above 95%
- The student must adhere to the school's Positive Behaviour Policy

2. Levels of Bursary

There are three levels of bursary payment:

Level One - Bursaries for Young People in Defined Vulnerable Groups

How much financial support is available?

Up to £1200 per year spread across the academic year.

Who is eligible for this level of bursary?

- Young people in care.
- Care leavers.
- Young people in receipt of Income Support, or Universal Credit because they are financially supporting themselves, or financially supporting themselves and someone who is living with them.

- Disabled young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance, or Universal Credit in their own right.

How is it to be paid?

It is the school's policy, wherever possible, to pay students their bursary in kind and purchase the necessary resources required by individual students directly for them up to the set amount of the bursary. Where this is not possible and with prior agreement, the school will reimburse funds directly to the student's own nominated bank account, except if there are exceptional reasons as to why the funds cannot be directed to the student's own bank account, upon receipt of a valid purchase receipt or invoice, for the item bought. The school understands that the bursary may be required at different rates throughout the academic year to provide support, as particularly at the start of the academic year students are required to acquire specific resources for their individual A Level subjects. Meeting the criteria for a bursary for a vulnerable group does not automatically guarantee funding will be awarded. A limited award, or no funding could be awarded where individual financial circumstances are assessed as not meeting the criteria for financial assistance for a defined vulnerable group, as there are no assessed financial needs and/or individual financial needs are already covered from other sources.

Level Two

Who is eligible for this level of bursary?

- Students who are in receipt or have been in receipt of Free School Meals in the last 6 years
- Students whose parents' earnings are below £20,000.
- Students whose parents are in receipt of Child Tax Credit, Working Tax Credit and/or Universal Credit.

The process for administration

Students apply for funds for specific educational purposes (see the section on Eligibility). The Remissions Panel will assess each claim and authorise payments up to the permitted maximum for each individual student in the 2025-2026 academic year. Students must provide proof of parental earnings together with any supporting evidence linked to the criteria outlined above.

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Level Three

Who is eligible for this level of bursary?

- Those with an identifiable need who do not fall into Level 1, or where parents earn above the £20,000 threshold, but are in receipt of Child Tax Credit, Working Tax Credit and/or Universal Credit.

The process for administration

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3. Process

Students are encouraged to apply for a bursary as soon as possible after admission in September. For Bursary Applications received after the October half-term holiday, the amount awarded will be calculated pro rata on the 38-week school year. Applications will be looked at by the Bursary Holder, which is the Assistant Headteacher (Director of Sixth Form). In the event of a bursary application being declined, the student has the right to appeal in which case you should write to the Headteacher.

Students must create an account via our 16+ Bursary Applicaa site (found in the Sixth Form Area on our website) and complete the application as soon as possible once they have joined the Sixth Form.

A Bursary will be allocated to the student for the academic year. An application must be made at the beginning of each academic year in the Sixth Form.

By completing the Bursary Application, the student agrees to the following:

Student's Declaration - I confirm that all of the information and accompanying evidence given in this application is correct and complete to the best of my knowledge and that the submission of false or inaccurate information may lead to an investigation. I understand that receipt of bursary funding is dependent on meeting the attendance and behaviour standards set out in the Bursary Policy.

Parent's/Carer's Declaration - I confirm that all of the information and accompanying evidence given in this application is correct and complete to the best of my knowledge and that the submission of false or inaccurate information may lead to an investigation.

Author/s:	Bev Swaffer	Date:	July 2025
Next Review Date:	July 2026	Link Trustee/s:	Alessia Ropkins
Ratified:	8 July 2025 FTB Meeting		