



**Wymondham College**

**16-19 Bursary Fund  
Policy and Guidance  
2025-2026**

# **Wymondham College 16-19 Bursary Fund Policy and Guidance**

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## 1. Introduction

1.1. The 16-19 Bursary comprises of two elements: the **Discretionary Bursary** and the **Statutory Bursary**. This policy sets out how Wymondham College Sixth Form will administer the 16-19 Bursary Fund for 2025-26, in line with Department for Education (DfE) requirements. Its purpose is to support students facing financial barriers so they can remain in education and fully participate in their programmes.

1.2. The allocation of funds for the Discretionary Bursary from the Educational Funding Agency varies from year to year. As such, awards could vary depending, individual circumstances and established need, on the number of claimants and the total funds received by the College.

1.3. The Statutory Bursary is a fixed maximum amount of £1,200 that must be applied for by a student.

## 2. Administration

2.1. Discretionary funds are allocated to the College based on census returns and local population information. The nature of funding being lagged may lead to allocated funds not being commensurate with the number of claimants. In order to ensure that students in need are able to claim, and subsequently receive adequate support, the College will ensure that a contingency fund is maintained in order to continue to support claimants the following year irrespective of allocation.

### **3. Establishing Eligibility**

3.1. It must be established, either by the College or via student application, that there is a clear financial need.

3.1.1. The eligibility criteria for the Statutory Bursary are set out by the 16-19 Bursary Fund Guidance - as below:

3.1.1.1. Students in care - to be eligible students must have been placed in care by the local authority.

3.1.1.2. Students who are care leavers (including those previously in the care of the local authority that has subsequently been placed within a 'Special Guardianship' arrangement).

3.1.1.3. Students receiving Income Support, or Universal Credit 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.

3.1.1.4. Students receiving 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.

3.1.2. Wymondham College considers students to be eligible for the Discretionary Bursary if any or all the following criteria are met:

3.1.2.1. The family is in receipt of Universal Credit.

3.1.2.1. The student is a Young Carer or performs the role of carer for either a parent, close relative or sibling such that paid employment is impractical or unobtainable.

3.1.2.3. Family circumstances including (but not limited to); Parental/Familial disability, Significant mental health conditions, immediate family bereavement.

3.1.2.4. Conditions including physical and mental health conditions or disabilities that limit the ability of the student to access employment or that lead to increased costs for accessing education.

3.1.2.5. Individual circumstances at the discretion of the College.

3.1.3. Unaccompanied Asylum-Seeking Children and other vulnerable groups not falling into the Statutory or Discretionary Bursary eligibility criteria set out in 3.1.1 and 3.1.2, will be considered eligible for the Discretionary Bursary if any or all the following criteria are met:

3.1.3.1. Children Seeking Asylum:

3.1.3.1.1. Unaccompanied Asylum-Seeking Children may receive bursary payments but only after consultation with an appropriate Home Office official.

3.1.3.1.2. Accompanied Asylum-Seeking Children who have not had applications rejected will only be entitled to in-kind support in the form of Educational Resources and Transport.

3.1.3.1.3. Other applicable circumstances

3.1.3.1.4. At the discretion of the College in cooperation with appropriate bodies (i.e., the Home Office).

#### **4. Claiming the 16-19 Bursary**

4.1. Appropriate evidence of the student meeting one or more of the eligibility criteria for both the Statutory and Discretionary Bursary must be supplied to the College and copies retained for our records.

4.1.1. For Discretionary Bursaries appropriate evidence is likely to include government documentation for Universal Benefit claimants, those in receipt of another form of legacy benefit, or those registered disabled. For those with medical conditions that affect either the individual or a family member, a doctor's note or similar would be acceptable. For more complex circumstances it may be necessary for a meeting to take place between students and their parents or guardians, and College staff. Wherever possible, written evidence must be provided.

4.1.2. For Statutory Bursaries, the evidence must be provided with an application form, and this evidence will need to be from an official source. In the case of those in care, or care leavers who join from another school, academy or learning provider, this evidence will not automatically be provided by the previous institution and may require the student or their guardian to authorise that institution to disclose information to the College.

4.1.3. Copies of evidence provided are kept in accordance with the College Data Protection policy and record keeping practices as required by the Department for Education.

4.1.4. Applications must still be completed for a student to receive reimbursement for their educational expenses.

## **5. Applying for the Discretionary Bursary and Statutory Bursary**

5.1. Students must complete the 16-19 Bursary application form which can be downloaded from the College website

5.2. Application forms must be completed and submitted, including evidence, to the 16-19 Bursary Administrator.

5.3. Applications are processed and the eligibility of the claimant is verified by the College. Upon verification of the claim as valid, recipients will be notified, and the records updated to reflect they are a recipient of the 16-19 Bursary.

5.4. The application requires prospective claimants to detail what the funds will be used to pay for, acceptable intended uses for these funds are:

5.4.1. Educational resources – including stationery, equipment, subscriptions, curriculum trips and visits, relevant futures events such as attending University Open Days or applicant days, and other activities expressly related to a students' next phase of education.

5.4.2. Transport – this must be transport related to education, i.e., a bus pass / use of the minibus / train tickets or passes / fuel and costs relating specifically to the vehicle that will be used to access education.

5.4.3. Costs relating to exceptional circumstances that would otherwise result in the student being unable to access education – including but not limited to accommodation costs if living outside the family/carer home, loss of family income, unavoidable costs associated with job loss, and other circumstances as authorised at the discretion of the College.

5.4.4. School meals and College specific transport provision costs will be funded by the bursary directly for all eligible students. This will be done by paying the bursary into the College's online payment system. Should pupils/parents not wish for the funding to be utilised in this way then a specific request should be made to the Director of Sixth Form including details the proposed funding use.

## **6. Awarding of the Bursary**

6.1. Students are assessed based upon the established financial needs into one of three categories:

6.1.1. Tier 1: Students have a short-term need for a specific event or educational resource.

6.1.2. Tier 2: Students are affected by a short to medium-term financial situation that results in students receiving bursary payments for a set period of time less than the 40-week duration of the academic year and/or payments for educational resources, educational visits, and/or transport.

6.1.3. Tier 3: Students are affected by a medium to long-term financial situation that results in students receiving bursary payments for the year or until the circumstances change, and payments covering all academic trips and visits, required resources, and/or transport.

6.2. Students must submit claims for expenditure associated with their education for which they wish to use their bursary. In order for funds to be released to them from their bursary allocation, the following conditions must have been met:

6.2.1. Students must have submitted a completed application, supplied the necessary evidence to support that application, and had the application approved.

6.2.2. Applications may be made at any point in the school year.

6.2.3. Evidence to support the claim must have been supplied and the expenditure align with the stipulations set out in 5.4.

6.3. Students' bursary allocations are allocated termly. The following conditions must be met:

6.3.1. Student attendance is 100% for required sessions – this includes lessons (all subjects including Extended Project), tutor time, Floreat, private study, and all other timetabled sessions. Where attendance is below 100%, the absences meet the following conditions:

6.3.1.1. Absences have been appropriately evidenced with parental emails to the absence email address [attendance6@wymcol.org](mailto:attendance6@wymcol.org) (for all absences), appointment cards (for all medical and non-medical appointments), Doctor's notes provided for absences that are for more than five consecutive term days or ongoing absences, and these absences are agreed by the attendance officer or Head of Sixth Form as approved medical (M) or illness (I).

6.3.1.2 Leaves of absence have been authorised using the normal College procedure and marked accordingly.

## **7. Cost off-setting and alternative support**

7.1. Bursary Recipients may choose to off-set the cost of services provided by the College or in order to receive financial support in some other manner, including (but not limited to): other transport services, laptop/other specific equipment purchases.

## **8. Additional Support**

8.1. The College utilises a portion of the Discretionary Bursary to provide a range of additional resources and support. These change from year to year and are purchased at the discretion of College in response to an established need.

8.2. Necessary educational resources and curriculum trips and visits will be provided with the costs being recovered from the students' allocations. Additional funding may be available at the discretion of the College.

8.3. Extra-curricular trips and visits are not covered by the Bursary fund under normal circumstances. They may be covered where an exceptional need can be established at the discretion of the College, such as where the trip would act as respite for a Young Carer, etc.

## **9. Changes in circumstances and revocation of support**

9.1. Bursary payments will continue to be made while a student remains eligible. It is the duty of the Recipient and the Parents/Guardians to inform the College of changes in circumstances that may mean the student is no longer eligible.

9.2. In the event that a student is found to have claimed the Discretionary or Statutory Bursary fraudulently, all monies must be repaid.

9.3. The purpose of the 16-19 Bursary is to enable students who suffer some financial disadvantage to access post-16 education and the associated benefits and opportunities. If Bursary funds are being used for purposes other than those set out in 5.4, funds may be recalled, or subsequent payments withheld.