

## LANCASTER ROYAL GRAMMAR SCHOOL

### POLICY STATEMENT

#### 16-19 Bursary Policy Academic Year 2025-2026

The 16-19 Bursary Fund is a government funded scheme to help young people facing financial hardship to stay in full time education. It replaces the Education Maintenance Allowance (EMA) Scheme.

[More information can be found here.](#)

For eligible students, the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, school clothing and attending university/job interviews. It applies to expenses during the current academic year.

#### **Vulnerable Bursary Fund Awards**

The scheme guarantees bursary payments of up to £1,200 for 2025-2026 to certain groups of students deemed most in need of financial support. This will be paid to eligible sixth form students aged under 19 on 31st August 2025 who meet one of the following criteria:

- People who are in or have recently left local authority care.
- Young people living independently and claiming Income Support or Universal Credit.
- Students who are in receipt of the Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.
- Young people receiving Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit.

*NB: Students receiving this Bursary may also be eligible to and can apply for the additional discretionary bursaries.*

#### **Discretionary Bursary Fund Awards (Priorities 2 & 3)**

The amount of the discretionary bursaries will be at the discretion of the SLT.

The school makes discretionary bursary awards to students most in need of financial assistance to enable them to remain in full time education. Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school including good levels of attendance, effort and behaviour.

In allocating the discretionary bursaries, priority will be given to students in receipt of free school meals. These students will be eligible to receive a level 2 Bursary award for 2025-26.

In the event of funding remaining within the school's Bursary Fund allocation once all Priority 2 awards have been made, awards will be made to students of families in receipt of tax credits with a household income of up to £30,000 (Priority 3). This priority may be reviewed in November if there is still funding available.

## **Application Process**

If you wish to apply for support from the 16-19 Bursary Fund you should:

- Check that you meet the financial eligibility criteria detailed above and complete the application form, answering all questions in full to avoid delay when processing your application; attach the required evidence as indicated on the form; ensure you have a bank account to which any award can be paid.
- Please ensure that receipts for essential course related costs incurred prior to the start of the academic year are kept to claim once your application has been approved.
- Eligible students will need to complete and submit their application to Mrs Haywood, Sixth Form Administrator no later than 30<sup>th</sup> September 2025. Late applications may be considered at a future meeting of the Bursaries Panel if funds are still available.
- The school will endeavour to assess all applications received at the earliest opportunity with students eligible for the vulnerable bursary award and those eligible under the free school meal category will be notified of the outcome following receipt of their application. Verifying the eligibility of all applicants is an integral feature of the assessment process.
- It is likely to take slightly longer for other applicants as proof of eligibility will be required. The type of evidence required in order to verify household income and receipt of Tax Credits will include Tax Credit Award Notices, P60s/evidence of self-employed income.

## **Bursary Award Payments**

The 16-19 Bursary Fund panel will assess your application. If approved, the panel will arrange for payments to be processed by the school Finance Department. Payments will be made directly to your bank account. Instalments will be paid on a regular basis over the academic year.

## **Decisions on Payments**

- You satisfy EFA residency and punctuality criteria
- You maintain at least 95% attendance and punctuality at school and all lessons
- Adhere to all terms of the expectations as detailed in the Sixth Form Handbook

The Bursaries Panel will make the final decision on payments relating to these criteria. Any further queries should be formally addressed to the Bursary Panel.

## **Appeals**

Students have the right to appeal against any decision made. Appeals should be made in writing to the Headmaster.

## **Fraudulent Claims**

Where an application is found to have been made on the basis of false declarations the student will be required to repay the entire Bursary Fund and may be asked to leave the course.