



# PUDSEY GRAMMAR SCHOOL

EST.1905

## 16-19 Bursary Policy 2024 - 2025

*This policy has been agreed by the Governing Body of  
Pudsey Grammar School*

**Ratified: Resources Committee**

**Date approved: 22<sup>nd</sup> May 2024**

**Date of review: 22<sup>nd</sup> May 2025**

# **16-19 Bursary Fund Policy**

## **1. Introduction**

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. This policy outlines the eligibility criteria, application process, and allocation of funds for students at Pudsey Grammar School. This policy is based on advice from the Education and Skills Funding Agency (ESFA).

Responsibility for approving this policy has been delegated to the Resources Committee.

Pudsey Grammar School will seek to ensure that the bursary funds are:

- Distributed fairly through a process which is clear and transparent
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award
- Used to widen access to, and participation in, sixth form education

## **2. Eligibility Criteria**

There are two types of bursaries available:

### **2.1. Vulnerable Bursaries**

Students may be eligible for a bursary of up to £1,200 per year if they fall into one of the following categories:

- In care
- Care leavers
- Receiving Income Support, or Universal Credit in place of Income Support, in their own name
- Receiving Employment and Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name

### **2.2. Discretionary Bursaries**

Discretionary bursaries are awarded to students based on individual needs and circumstances. The school prioritises students facing significant financial barriers to participation. Eligibility criteria may include:

- Students with a household income below £26,500
- Students eligible for free school meals (awarded in year 11)

- Students with a specific financial need (e.g. costs of transport, meals, books, or equipment etc)

### **3. Application Process**

#### **3.1. Application Form**

Students must complete a 16-19 Bursary Fund application form, available from the sixth form office or the school website. Students who apply and are eligible for bursary funding in Year 12 will also need to complete a form when moving into Year 13. The form must be submitted along with the required evidence of eligibility.

#### **3.2. Required Evidence**

Supporting documentation may include:

- Proof of household income (e.g., payslips, P60, benefit statements)
- Proof of entitlement to free school meals
- Letters from relevant authorities (e.g. local council, DWP)

#### **3.3. Submission Deadline**

Applications for the academic year should be completed and submitted by 13<sup>th</sup> September 2024 for the academic year 2024-2025. Applications can be submitted throughout the year as required should a student's circumstances change.

### **4. Assessment and Allocation**

#### **4.1. Assessment Process**

Applications will be assessed by the sixth form team and submitted to the school's finance team who will process the payments. The sixth form team will review applications based on the provided evidence and the school's allocation policy.

#### **4.2. Allocation of Funds**

Funds will be allocated based on:

- The number of eligible students
- The level of financial need demonstrated
- The total funding available from the Government

## **5. Payment Process**

### **5.1. Payment Methods and Process**

Funds will be awarded as follows:

- Transport. The transport element of the award will be given as a monthly bus pass that can be claimed at Pudsey bus station
- Food. Students will have their cashless catering accounts credited or receive £5 per day in vouchers
- Students may apply for financial support with essential course-related costs such as books, equipment, travel, field trips, university open days and other costs associated with learning. These can be requested using our online form.

## **6. Conditions of Bursary**

Students receiving bursaries must:

- Maintain at least 90% attendance
- Meet the academic standards set by the school
- Adhere to the school's behaviour policies

Failure to meet these conditions may result in the reduction or removal of bursary payments.

## **7. Appeals**

Students have the right to appeal if their application is unsuccessful. Appeals must be submitted in writing to the sixth form team within 10 working days of the decision. The committee will review the appeal and respond within 15 working days.

## **8. Monitoring and Review**

This policy will be reviewed annually to ensure it meets the needs of students and complies with government guidelines. The next review will take place in May 2025.

## **9. Contact Information**

For further information, please contact the Sixth Form Team:

- Email: [sixthform@pudseygrammar.co.uk](mailto:sixthform@pudseygrammar.co.uk)
- Phone: 0113 2558277 ext 216