



WORKINGTON
ACADEMY

Workington Academy

Bursary Fund Policy

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1. Aims

WCSF aims to:

- Support assistance to 16 to 19 year olds to remain in education
- Have a clear and transparent process for the use and allocation of 16 to 19 bursary funds.
- Clarify for parents and students the type of support which is available and means of applying for it
- Make parents and students aware that awards are dependent on adherence to the sixth form rules, including excellent attendance and behaviours

2. Guidance

This policy is based on advice on the 16 to 19 Bursary Fund from the Education and Skills Funding Agency.

3. Definitions

'In care' is defined as children looked after by a local authority on a voluntary basis (section 20 of the Children's Act 1989) or under a care order (section 31 of the Children's Act 1989)

'Looked after child' is defined as; a child in the care of a local authority who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children's Act 1989)

'Care leaver' is defined as:

- a) A young person aged 16 or 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 16

- b) A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 16.

4. Bursary Fund Information

the fund is made available from the government to the school, through the ESFA, to provide assistance to 16-19 year old students, subject to their fulfilling the school's eligibility criteria, whose access to, or completion of education is inhibited by financial constraints or barriers, so they can remain in education.

5. How WCSF uses the Bursary Fund

There are two types of 16 to 19 bursaries:

Direct bursaries (for defined vulnerable groups) and discretionary bursaries. These funds can be used to provide students with:

- Transport
- Books
- Equipment
- Domestic field trips and other course related costs (this does not include international visits)
- The cost of attending university open days and interviews
- Food
- Clothing

6. Eligibility criteria for the 16 to 19 bursaries

All students must be aged between 16 and 19 and enrolled as a student at WCSF.

6.1 Direct Bursaries

Students with a financial need who meet one of the following four criteria can apply for a bursary for vulnerable groups.

Eligible students may apply for the discretionary bursary by October 15th annually.

The defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving Income Support or Universal Credit in their own name because they are financially supporting themselves
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (e.g. because their financial needs are met from other sources).

Where a direct bursary is provided the funds may be up to £1200 per year. When calculating the amount we will look at cases individually and base the outcome on a particular student's needs.

6.2 Discretionary bursaries

The Discretionary Bursary is for students who are economically or socially disadvantaged and at risk of not continuing their education.

The discretionary bursary will be placed into high, medium and low priorities to enable those with higher need to take priority.

Eligible students may apply for the discretionary bursary by October 15th annually.

Students can apply if they meet one or more of the following criteria:

- The student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support or Universal Credit (high priority)
- The student lives in a household where the gross (before tax) annual income is below £28,000 (medium priority)
- The student lives in a household where the gross (before tax) annual income is below £38,000 and above £28,001 (low priority)
-

The award will be paid in kind wherever possible.

7. Evidence

All applications for 16 to 19 bursaries must be supported by evidence. Examples of acceptable evidence we may request are:

- Up to 6 months' worth of payslips
- P60
- Written confirmation of a student's current or previous looked-after status
- Written confirmation of a benefit award or tax notice in the name of the student or parent for up to three months
- Evidence of receipt of free school meals

8. Application and payment process

Applications should be submitted by 15 October to WCSF. Evidence will be passed to the Bursary Allocation panel who will meet at the first available time after 15 October to assess each individual claim and authorise payments.

However, WCSF acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be informed in writing whether their application has been successful and the amount awarded. If a student wishes to appeal the outcome of the decision this must be submitted in writing within 7 working days of the decision.

Payments will be made primarily in kind, e.g. credits to the school catering system, travel passes, books and equipment. Where we are unable to do so payments will be made via BACS transfer to the students bank account.

9. Conditions for the receipt of bursary payments

Payments of the bursary are conditional on adherence to the sixth form code of conduct and wider school rules, excellent attendance and behaviour.

All students will be required to sign a declaration confirming that they agree to this.

Students who fail to meet these conditions may have their payment withheld.

All purchases made in kind should be returned to the school where possible to support the wider student community, e.g. textbooks.

10. Changes in circumstance

If there are any changes in circumstance which may affect eligibility, students and/or parents must inform WCSF without delay.

11. Record Keeping

Any paperwork and documents retained for auditing purposes will be kept securely in line with the WCSF data protection policy, privacy notices and record retention schedule which will be provided on request.

16-19 Bursary Scheme Application Form

Student details

Surname		First Name	
Form Group		Date of birth	
Address			
Postcode		Parent/Guardian Name	

Bursary applied for (please tick one box only)

Direct Bursary

Please confirm reason for eligibility (tick one box only)

In Care (Note: Those who are privately fostered are not classed as in care)	
Care Leaver	
Student receiving Income Support or Universal Credit because they are financially supporting themselves	
Student receiving Disability Living Allowance or Personal Independence Payments in their own right as well as ESA or universal credit in their own right	

Discretionary bursary

Please confirm reason for eligibility (tick one box only)

Student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support or Universal Credit (high priority)	
Student who lives in a household where the gross annual income is less than £28,000 (medium priority)	
Students who live in a household where the annual gross income is less than £38,000 but more than £28,001 (low priority)	
Other*	

* Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

What do you need financial assistance for?	How much will you need?
Travel	
Books	
Equipment	
Field trip essential to course	
WCSF Uniform	
University Interviews and open days	
Food	
Total amount requested	

Payment Details

When we are unable to make a payment in kind we may make payments directly into the student's bank account by BACS. Proof of receipts for items purchased will be required.

Student bank account details:

Account name	
Sort Code	
Account Number	
Bank Name and Address	

All household income must be declared in the table below. Please provide documentation for all adults living at the property.

Please note documentation must be attached to your application. If no documentation is provided the application will be automatically declined.

Please tick the supporting documentation being provided:

3 most recent Universal Credit monthly award statements	
P60 (for last tax year)	
Last 3 months' payslips for all household adults	
Evidence of self-employment income for most recent tax year or accountants' letter	
Child Tax Credit	
Working Tax Credit	
Income Support	
Maintenance payments	
Total annual household income	

Administration

- All applications must be submitted by 15 October for the academic year
- Further applications will be considered during the year if a student's needs change
- The bursary scheme allocation panel will sit in October to assess each individual claim and authorise applications
- All awards are dependent on adherence to WCSF code of conduct and wider school rules, excellent attendance and behaviour
- In accordance with government policy, the school may use up to 5% of their allocation for administrative costs

Declaration by student and parents

- I agree to the application being scrutinised by the Bursary Panel whose decision is final
- I understand that the application will be refused automatically if the correct evidence is not supplied
- I understand that the bursary is subject to the sixth form code of conduct
- I confirm that the information provided is, to my knowledge, true and correct and that WCSF may seek to confirm any details given.

- If I leave WCSF at any time within 6 weeks of a bursary being awarded, then I will repay the funds given to me
- When I complete my studies, I will return any materials that could be used by another student back to WCSF

Data protection act: the data contained on this form will be held for seven years. WCSF may make enquiries about the validity of the information provided on this form from other central and/local government bodies as deemed appropriate by the school.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 2018.

Student Signature		Date	
Parent Signature		Date	