

16 TO 19 BURSARY FUND POLICY

Newark Orchard School 16-19 Bursary Fund is designed to help students overcome financial barriers in order to participate in education and training. Any financial support awarded is intended to support a student accessing their education and course expectations, in line with DFE guidance.

ELIGIBILITY

To be eligible to apply for the bursary students must be at least 16 and under 19 on 31 August 2025, enrolled on a full time course and meet the residency criteria available [here](#). Bursary options available are explained below.

VULNERABLE BURSARY

To apply for the vulnerable bursary of up to £1,200, you (the student) must fall into one of the below:

- You are **in care** or are a **care leaver**
- You are receiving Income Support OR Universal Credit (**UC**) in place of Income Support in your own right
You are receiving both:
 - Employment and Support Allowance (**ESA**) or Universal Credit (**UC**)
 - **AND**
 - Disability Living Allowance (**DLA**) or Personal Independence Payments (**PIP**) in your own right.

DISCRETIONARY BURSARY

This bursary is available to students (who are not eligible for the Vulnerable Bursary) who live in a household whose family income is **£16,190 per annum or less** or whose **parents/guardians** are in receipt of any of the following:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance (ESA)

- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit, provided parents/carers are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190.
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit (UC) with net earnings not exceeding the equivalent of £7400 for each year.

School encourages any family, that fits the eligibility criteria, facing financial difficulty to apply for the discretionary bursary. The application form allows you to provide details about extenuating circumstances that may prevent a student from accessing their course. These may include distance travelled to/from school, number of children in your household, family situations, short term financial difficulties etc.

EVIDENCE

Evidence to support your claim must be provided. Applications will not be considered without the relevant evidence. If you are unsure what evidence to provide please see Section 4 of the application form or contact the school office. If false information is provided to gain funds unlawfully, the matter may be referred to the Department for Education and/or to the police. As a result, you and/or your parents/carers could face prosecution and payments could be recovered.

PAYMENT TERMS AND CONDITIONS

The level of support which School can offer is dependent upon the total funding received from the Education & Skills Funding Agency (ESFA) and the number of applications it receives. Evidence of earnings or eligibility must be provided. All bursary awards will be directly linked to attendance, behaviour and commitment to studies; a minimum attendance of 88% is expected. Any bursary payments made will be paid directly into the eligible **student's** bank account and receipts must be provided to the school for expenditure. Any equipment purchased using the bursary fund must be returned to school on completion of the study programme.

APPLICATIONS

Applications open from 1 September each year and close on the last day of the autumn half term 1. Applications are considered at a panel of the leadership team using the ESFA eligibility checklist. Notification of bursary awards will be by letter before the end of the autumn term. Please apply using the application form available on our website or request a copy from the school office.

PERMITTED USE OF FUNDING

Bursary funding must be used in line with the [DFE bursary funding](#) guide for travel costs, essential books, equipment and specialist clothing, including uniform, to access the course and education.

CONFIDENTIALITY

All applications will be dealt with in line with the General Data Protection Regulations (GDPR) and in full confidence. Aligned with our retention policy, applications will be kept for 6 years from the date the application was made and destroyed using certificated confidential waste management.

AUDIT, ASSURANCE AND FRAUD

16 to 19 Bursary Funds are subject to normal assurance arrangements in education. Eligibility assessment records, student attendance records, payments and receipts for transactions relating to the Bursary Fund must be available for audit purposes. You are responsible for providing receipts for expenditure from the Bursary Fund to school where applicable.