

## 16-19 Bursary Fund Policy 2025/26

### What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

### Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/25 who are in care, are leaving care, are indirect receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.

### Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/25
- Students who do not meet the residency qualifications (ask for more detail if applicable)
- Students who do not fulfil any of the criteria described above.

### Proof of income

Proof of evidence will be required to support this application and could include some of the following (this is needed for all parents in the household):

- Tax credit statement letter (whole letter)
- Certified letter from the LA regarding Free School Meals · certified letter from the DWP.
- P60 (additional evidence will also be required). Or 3 months' wage slips
- Self-Employment Income evidence.
- Other means tested certification.
- Universal Credit (Income Support)
- 3 months' full bank statements.

Please ask if you are unsure of what evidence you need to provide

## How will Meden School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a very limited fund and the school will prioritise allocation.

There are 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and return it to Meden School as soon as possible.

Students and their parents/carers should understand that the available fund is limited and any amounts available are not maximum amounts of entitlement, rather a pot that can be used to pay for education-related costs that they may incur. **Students must not buy anything without speaking to the school first, who will buy it on their behalf. We will not reimburse costs.**

Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

As per the funding guidance, reimbursements for benefits in kind are dependent on the following conditions:

- The student receiving the benefit in kind has an ATL or 1.5 or better, as per the standards agreed for College students
- The student receiving the benefit in kind has an attendance of 96% or better, as per the standards agreed for College students.

In cases where students do not meet the above conditions, decisions will be made on a case-by-case basis as to how the school will proceed. In some cases, this can include withholding payments, but this will always be considered alongside a student's personal circumstances. Where a student has been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme, we will stop payments of benefits in kind.

If the bursary money is used to purchase books or equipment for a student, we can specify that these must be returned at the end of their study programme so that they can be used again by another student where appropriate. If we purchase equipment, e.g. a laptop, that is necessary for a student to complete a programme of study, we can specify that this is returned at the end of a study programme. We may ask that equipment is stored centrally at school and is booked out on a loaned basis where needed.

Students in receipt of any benefit must sign in agreement to the above conditions.

## Financial support for Meden College Students in 2025/26

The information below provides a breakdown of the three levels of priority groups.

The amounts of money quoted are paid to the school and we then use this as a benefit in kind to purchase a range of different items that may be needed to allow your son/daughter to participate in College. This means that instead of receiving money directly, your son/daughter could get a public transport travel pass, free meals or course equipment, for example.

**A list of these are provided in the next section.**

## The Bursary is split in to 3 levels

### 1. High - Vulnerable Student Bursary - Up to £1200 (High priority group)

You could get this if you are in one of the following categories:

- ✓ You are living in care, or have recently left living in care.
- ✓ You, the Student, are receiving income support
- ✓ You, the Student, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

### 2. Medium level Bursary (up to £800)

You could get this if you meet any of the following categories:

- ✓ household income of £20,000 or less)
- ✓ eligible for free school meals

### 3. Low level Bursary ( up to £200 )

You could get this if you meet any of the following categories:

- ✓ household income of £20,000 - £25,000
- ✓ eligible for free school meals

The funding is there to support students in their education and we will consider applications for students outside of these criteria if financial need can be demonstrated (please use appendix 3 for supporting statements)

## How are payments made?

Once a bursary has been allocated , the school will hold the bursary money within a fund. Students must then request payments for things they need. These can include some of the following things.

- ✓ The cost of transport
- ✓ Essential course equipment, e.g. revision books, essential stationery,
- ✓ Meals in school
- ✓ Course-related trip/residential (we will contribute towards it)
- ✓ Fees incurred to access and/or travel to University open days or summer schools
- ✓ UCAS fee
- ✓ Course-related sporting activities
- ✓ Uniform
- ✓ Other school resources – please ask and we will answer these on a case-by-case basis.

**Payments need to be authorised in advance to ensure they are essential to the course so students must not buy anything without speaking to the school first.**

Please note that the actual amount will depend on the number of applications received and the amount of money available. Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded.

## **How to apply**

**Please complete the following**

- 1. Part 1: 16-19 Bursary Fund Application – Student's Details**
- 2. Part 2: 16-19 Bursary Fund Application – Parent/Carer's Details**
- 3. Part 3 - please give any additional information to support your application**

**All completed application forms and evidence supplied should then be submitted to Mrs Coulson asap.**

**You will then receive a letter to confirm receipt of your application.**

**Once a decision has been made you will be advised by email/letter.**

This information is subject to final government decision and the details may change.

If you need help, advice or guidance when completing the attached forms, please do not hesitate to contact the school. We can provide support for this where it is requested.

Meden College, Burns Lane, Warsop, Mansfield, Notts. NG20 0QN 01623 843517

office@medenschool.co.uk or tcoulson@medenschool.co.uk

## Part 1 - 16-19 Bursary Fund Application Form

### Student's Details

|   |  |  |
|---|--|--|
| <b>Surname</b>  |  |  |
| <b>Forename(s)</b>  |  |  |
| <b>Date of birth</b>  |  |  |
| <b>Address</b><br>Click or tap here to enter text.  |  |  |
| <b>Postcode</b>   |  |  |
| <b>Email address</b>  |  |  |
| <b>Mobile number</b>  |  |  |
| <b>STUDENT BANK OR BUILDING SOCIETY DETAILS</b>   |  |  |
| To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.   |  |  |
| <b>Name of Account Holder:</b>  |  |  |
| <b>Name of Bank/ Building Society</b>   |  |  |
| <b>Branch</b>   |  |  |
| <b>Sort code</b>  |  |  |
| <b>Account number</b>   |  |  |
| <b>Roll number (if applicable)</b>  |  |  |
| I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carers has to be called into school, funding may be removed |  |  |
| <b>Student Signature</b>  |  |  |
| <b>Date</b>   |  |  |

## Part 2 - 16-19 Bursary Fund Application

### - Parent/Carer's Details

|   |   |  |
|---|---|--|
| Surname   |   |  |
| Forename(s)   |   |  |
| Address   |   |  |
| Postcode  |   |  |
| Email address   |   |  |
| Mobile number   |   |  |
| NI Number   |   |  |
| <b>I WISH TO APPLY FOR THE FOLLOWING BURSARY</b>                                |   |  |
| I have read & understood the criteria for each level                            |   |  |
| <input type="checkbox"/> Vulnerable Student<br>Bursary - Up to £1200            | <input type="checkbox"/> Medium level Bursary<br>up to £800 | <input type="checkbox"/> Low level Bursary<br>up to £300 |
| <b>Household income £</b>   |   |  |
| I include the following evidence (tick all that apply)- needed for each parent  |   |  |
| <input type="checkbox"/> Tax credit statement letter (whole letter)             | <input type="checkbox"/> P60 or 3 months' wage slips        |  |
| <input type="checkbox"/> Evidence of FSM  | <input type="checkbox"/> Self-Employment Income evidence.   |  |
| <input type="checkbox"/> Other means tested certification                       | <input type="checkbox"/> Universal Credit letter            |  |
| <input type="checkbox"/> 3 months' full bank statements.                        | <input type="checkbox"/> Other- see part 4                  |  |
| <input type="checkbox"/> I confirm that the above details are true and accurate |   |  |
| Parent/Carer Signature  |   |  |
| Date  |   |  |

If you have any questions about evidence required, please ask.

Please note all documentation is treated in the strictest of confidence and used only for the purpose of allocating the bursary.

## Part 3 – Statement in Support of your Application

We appreciate that sometimes a decision based on financial income doesn't give a true picture of the support needed to allow the young person to continue to study Post 16.

With this in mind, please use the space below to provide any other information in support of this application.

This should include any other circumstances or barriers to learning that you feel would support this application for financial support for your child.

|                     |  |
|---------------------|--|
| Student Name        |  |
|                     |  |
| Signed Parent/Carer |  |
| Date                |  |