

Ormiston Academies Trust

## City of Norwich School, An Ormiston Academy 16-19 Bursary Fund policy

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## 1. Introduction

The school receives a limited allocation which is managed at their own discretion but in accordance with guidelines laid down by the Education Funding Agency (EFA).

Young people aged 19 and over on the day their course starts are not eligible for a bursary. To be eligible, students must be under 19 on 31 August at the end of the academic year they start their programme of study. Where a student turns 19 during their programme of study, support will continue until the end of the academic year they turn 19 or the end of the programme of study, whichever is sooner.

The 16-19 Bursary Fund is designed to help support those young people who face the greatest barriers to continuing education post-16. The school will look to raise awareness of the fund wherever possible. The fund has two elements:

### **Nominated Bursary:**

Eligible students must satisfy one or more of the following criteria:

- Young people in care including unaccompanied asylum-seeking children.
- Care leavers. \*
- Young people getting Income Support or the equivalent Universal Credit (UC) in their own right.
- Young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA)(or Universal Credit as a replacement for ESA) in their own right.

Appropriate confirmation from an Authorised Body of status will be requested and may come in the form of:

- Letter detailing the benefit the young person is entitled to.
- Written confirmation of current or previous looked-after status from the LA which looks after them or provides leaving care services.

### Discretionary Bursary:

The acceptance of requests for bursaries under this heading will be strictly subject to available funds and for the current academic year only, applications will be assessed on a priority basis as follows:

- 1 Students eligible for free school meals **or** whose parents maintain a current 'NHS Tax Credit Exemption Certificate'
- 2 Students whose household income is below £25k and have 2 or more siblings in full time education
- 3 Students whose household income is below £22.5k per annum
- 4 Students whose Household income is below £27k per annum
- 5 Students whose Household income is below £32k per annum
- 6 Students who have been affected by a sudden exceptional change in financial circumstances.
- 7 Those students utilising 80%+ of their initial allocation for prepaid travel passes are invited to discuss additional claims that would require a top-up to their allocation. Available funds dependent, and advised at time of discussion.
- 8 Students will have the opportunity to opt in/out of pre-purchased study packs; the discounted, "O"rated cost of which to be deducted from initial allocation.

Appropriate supporting documentation providing evidence of total household income may take the form of:

- Household income as evidenced by receipt of benefit and/or P60
- Certified letter from the DWP
- Certified letter from the LA regarding Free School Meals
- Employment Support Allowance
- Tax Credit documentation
- Other means-tested benefit
- Self-Employment income evidence

Discretionary bursary claims may be granted in full / part towards the following related areas:

- Books and revision materials, independently sourced or school packs.
- Equipment related to the courses being followed, i.e Art & computer consumables or equipment.
- Direct transport costs
- Educational and or University trips/visits
- Exam re-sit fees

These may also be paid 'in kind' ie payment with goods or services rather than cash, on proof of payment. In the case of books and/or equipment the school reserves the right to request these be returned at the end of any course. Bursaries will not take the form of regular payments for living costs. The level of support which the school can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications received; therefore, re-imbursement in part or full cannot be guaranteed throughout the year. Purchase decisions should be based on this understanding.

## 2. Payment Conditions

All payments from the fund will be conditional on the following criteria:

- A student providing necessary documentation
- Meeting the expected minimum attendance rate 95%
- Producing work in line with expectations
- Meeting deadlines set by subject teachers
- Meeting expected standards of behaviour

Payments will be made by electronic BACS transfer against appropriate evidence, receipts or proof of purchase where appropriate.

The school reserves the right to seek the return of any funds and/or equipment purchased via the Bursary e.g. cost of transport pass, photographic equipment, to a student who subsequently fails to attend or leaves the Sixth Form.

The school will maintain a record of all applications and awards including number, value, purpose, whether awarded or not, and brief justification.

Any personal documentation sent to the school e.g. pay slips may be returned to the submitter upon request and submission of stamp addressed envelope.

## 3. Expression of Interest

On completion and assessment of a Bursary Expression of Interest, students and parents /carers will be notified of their eligibility and will then be invited to submit related claims as appropriate throughout the academic year to be considered on an item by item basis in line with fund availability at the time of claim.

## 4. Appeals/Complaints

In the event that a student wishes to appeal against the decision made on a request for support, they are requested to follow the school's standard complaints procedure.

## 5. Policy Review

This policy will be reviewed annually in line with the policy review timeline.

\* Care leavers are young people aged 18-21 who have been looked after for 13 weeks or more since the age of 14 or young people who cease to be looked after or accommodated