



Park House School

16-19 Bursary Statement

Park House School is part of the Greenshaw Learning Trust.
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16 - 19 Bursary Statement

November 2025

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16 - 19 Bursary Statement

This statement is based on advice from the Education and Skills Funding Agency (ESFA) on the 16 to 19 bursary fund and complies with the school funding agreement and GLT articles of association.

The GLT Board of Trustees has overall responsibility for approving this **model** 16 to 19 bursary fund statement. The Headteacher has responsibility for the implementation of this statement in their school, for ensuring staff are familiar with this 16 to 19 bursary fund statement, and that it is being applied consistently.

All schools will have clear and transparent processes for the use and allocation of 16 to 19 bursary funds, make clear to parents/carers and students the type of support that is available and the means of applying for it, and make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

1. How Park House School uses the bursary fund / Aims

Financial support is available to eligible students from the 16 to 19 bursary fund. See below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education. To be eligible for either bursary, students must be at least 16 years old but under 19 years old. There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups;
and
- Discretionary bursaries

Students can apply for the one bursary that is most relevant to their circumstances.

(See below for criteria - Section 5.)

We use the fund to provide students with support to fund:

- Transport
- Books
- Equipment (including laptops and additional course textbooks)
- Field trips and other course-related costs
- The costs of attending university interviews and open days

2. Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into 1 of these groups:

- Be funded directly by the ESFA or by the ESFA via a local authority;
- Be funded or co-financed by the European Social Fund;
- Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA's list of qualifications approved for funding 14 to 19;
- Be a 16 to 19 traineeship programme

Students are not eligible if:

- They are on an apprenticeship programme; or
- Are on any waged training
- They attend a study programme with less than 30 weeks contact time

3. Residency

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision. In short these are:

- Be settled in the UK and have been ordinarily resident in the UK for at least three years prior to starting the academic year
- Be a national of any European Union (EU) country or child of an EU national, and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting the academic year
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start the academic year and have been ordinarily resident in the EEA or Switzerland for three years prior to that
- Be recognised as a refugee by the UK government or the child of a refugee or have been granted Humanitarian Protection

4. Asylum seekers

Accompanied asylum seekers under 18 with an adult relative or partner, and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

Unaccompanied asylum-seeking children:

- Are the responsibility of the local authority;
- Are to be treated as 'looked after' children; and
- Are eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18-years-old, they will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

5. Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC 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 (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they may be paid a pro-rata amount. However, we will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

We will review the student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

6. Discretionary bursaries

In addition to the criteria outlined above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

- The student is on free school meals
- The overall household income is less than £21,000
- Parent/carers are in receipt of any of the following benefits:
 - Income Support or Universal Credit
 - Income-related Job Seekers Allowance or Income related Employment and Support Allowance or Support under Part VI of the Immigration and Asylum Act 1999 or The Guaranteed element of the State Pension credit
 - Child tax credit/working tax credit providing they have an income of no more than £21,000 as assessed by Her Majesty's Revenue and Customs or Universal Credit providing, they have an income of no more than £21,000 as assessed by Her Majesty's Revenue and Customs.
- Exceptional financial circumstances, any applications will be viewed sympathetically where financial need can be evidenced

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.

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

7. Applications

All applications for 16 to 19 bursaries must be supported by appropriate evidence. We will consider all submitted evidence before students can be awarded either bursary.

Applicants should request an application form from Mr Wicks or via our school website, all applications must be made via Applica. [16-19 Bursary Fund Applications Park House School].

Applicants will be notified in writing whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school complaints procedure.

8. Payments

Payments are made using the following process depending upon the personal circumstance of the student:

- Make in-kind payments, to cover costs of travel passes, books, equipment or vouchers for meals.
- Make weekly payments by BACS transfer to the student's bank account. (Preferred method of payment)

9. Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

We expect all students receiving either of the bursary payments to:

- Have an overall attendance above 95% throughout the academic year [subject to exceptional circumstances]
- Follow the sixth-form uniform policy, code of conduct and our schools behaviour policies.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks, 20 continuous school days or more (excluding holidays) and where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

10. Record keeping

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with the GLT data protection policy, privacy notices and data retention policy. These are available via the school website.

11. Unspent funds

Funding for discretionary bursary funding cannot be carried forward for more than 1 year. The school will report unspent funding to the ESFA, specifying the amount of funding and the year/s it relates to, no later than 31 March each year. The ESFA will recover all unspent funds.

Administration/Contingency fund:

- Park House School reserves 5% of the total allocation in respect of covering the administration of the bursary and/or as a contingency fund.
- Funds remaining at the close of the summer term will be ring fenced and used for the provision of services for the benefit of students across the sixth form.

12. Changes to financial circumstances during the academic year

A student receiving any support level of either bursary must immediately inform the Sixth Form Team of any changes in family circumstance that may affect their support level. Students not in receipt of a bursary, who experience a change in financial circumstances during the academic year, which means they meet the eligibility criteria, may apply to the bursary committee for funding at the point of change.