



**HARTLAND  
HIGH SCHOOL**

# Hartland High School

## **16-19 Bursary Statement**

Hartland High School is part of the Greenshaw Learning Trust.  
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company number 7633694, registered at Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

# Hartland High School

## 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

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### **1. How Hartland High School uses the bursary fund**

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

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

- Uniform to meet the sixth form dress code
- Textbooks
- Specialist equipment such as a scientific calculator, or loan of a chromebook.
- Trips / visits that are essential to the student's course
- The costs of attending university interviews and open days
- Fees for university entrance tests, such as the BioMedical Admissions Test
- Travel to and from sixth form dependant on:
  - The distance the student lives from the sixth form

- the statutory transport duty local authorities have. Each local authority must publish an annual transport statement that sets out the arrangements they will make to facilitate participation in education for students aged 16 – 19.

The school will either purchase the items for the student to use for the length of time of their studies or make a BACS payment to the student's bank account. Any items purchased by the school will have to be returned at the end of the student's study, unless specifically stated otherwise.

The bursary fund is not intended to provide learning support, counselling or mentoring, or to support extra-curricular activities where it is not an essential part of the student's studies.

## **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

## **3. Residency**

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

## **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 will be paid a pro-rata amount. 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 attend our sixth form on a full time basis, studying three subjects or more, and they meet one of the following eligibility criteria:

- The student is on free school meals
- The household income is less than £30,000, including benefits
- There are exceptional financial circumstances, 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.

Applicants should request an application form from the school website, also available in appendix 1.

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.

Students must complete the application form and submit it, along with any evidence, to the Head of Sixth Form in the month of September.

In-year applications will be considered from students whose circumstances have changed and are in need of financial assistance. This is subject to remaining funds being available.

A new application will need to be made for each academic year.

This is a cash limited fund, meaning once the allocations are made for an academic year, the sch

## **8. Payments**

Payments are made using the following process:

- Where appropriate, students will receive in-kind payments, for example through the purchase of travel passes, books, equipment or vouchers.
- In these cases where an item is purchased, it will be made clear to the student whether the item is theirs to keep or whether it is a loan to be returned to the school at the end of the course.
- In some cases, payment will be made directly to the student's bank account via a BACS transfer

## **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:

- The student's level of attendance is expected to be above 95% and 96% punctuality, unless there are satisfactory mitigating circumstances. The School reserves the right to withdraw funding if attendance falls below 95%
- Prolonged absence must be supported by medical evidence (if attendance falls below 95%)
- The student must be up-to-date with all work commitments
- The student must not have broken the terms of the school's Behaviour Policy

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 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.

**Appendix 1**



**16-19 Bursary Fund Application**

**Student Details**

Surname	
Forenames	
Address	
Post Code	
Date of Birth	
Nationality	
Have you been resident in UK for last 3 years?	YES/NO
Mobile Number	
Course Details which subject and level (eg A level)	

## Bursary Support Required

### Defined Vulnerable Group Bursary

I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit in my own right and am financially support myself and anyone who is dependent upon and living with me	
I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right	

*If you have ticked any of the above please do not complete the Discretionary Bursary section and move straight to the section on Bank Account details.*

### Discretionary Bursary

#### Household Income (Required for Discretionary Bursary)

I am entitled to Free School Meals	YES/NO
Annual Household Income	

The Discretionary Bursary fund rule is consistent with that for free meals in further education. Current eligibility for free school meals only requires a single check of household income for each phase of education. Please include the required **original** supporting documentation with this form showing total household income. All evidence will be photocopied and dealt with in strictest confidence.

#### To be completed by Parent/Guardian

	Adult 1 (Parent, Step Parent, Guardian)	Adult 2 (Parent, Step Parent, Guardian)
Name		
Relationship to student		
Annual household income for last financial year. This includes <b>income and all benefits from all Parents/Step Parents/Guardians with whom student lives</b>		
Email address for contact regarding Bursary application		

#### Please tick the supporting documentation provided

	Adult 1 (Parent, Step Parent, Guardian)	Adult 2 (Parent, Step Parent, Guardian)
Copies of Universal Credit Monthly Award Notices for the past 3 months		
Receipt of benefits/Universal Credit (current tax year)		

If letter is more than 3 months old, please include current bank statement showing benefit is still live		
P60's (previous tax year)		
Tax Credit Award (previous tax year)		
Evidence of self-employment income (previous tax year)		

### Student's Bank Account Details

Bursary payments will only be made to a student's own bank account. You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and address. The SAdministrator will photocopy the details and return original documents. The photocopies will be held securely.

### Student Bank or Building Society details

Full Name of Account Holder	
Name and Address of Bank/Building Society	
Branch	
Sort Code	
Account Number	

### Reason for Bursary Application

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Please tell us what you will need financial assistance for and how much you believe you will need. <b>Financial assistance will only be given for days in learning.</b>	
Equipment needed to start course Eg. books, stationery	£
Other one-off items known at start of course Please give details: Eg. Trips	£
Appropriate clothing <b>to suit training and placement requirements</b> , including shoes, trainers, bag, coat	Estimate for year £
Weekly travel costs	Bus £

- We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We are aware that any false statements can lead to refusal/withdrawal of any financial support and may lead to prosecution.
- We understand that the above-named student must comply with the school's condition on standards of attendance and behaviour and must comply with the terms of the school's Bursary Policy and Procedure and that funds may be withheld if they fail to do so.
- The learner will attend regularly and will complete the course and understands that HOLIDAYS WILL BE UNPAID.
- We understand that we must notify the Administrator immediately if there are any changes in financial circumstances.
- We will notify the provider immediately with any changes to the bank account details.
- We understand that the monies received under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- We are clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips and exam costs.
- We understand that if we disagree with the outcome of this Bursary application we should follow Greenshaw Learnings Trust complaints procedure.

Signed (Student) \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signed (Parent) \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

The information provided on this form will be treated with confidentiality at all times and is covered by the data protection legislation. We will only retain your data for as long as necessary, after which time it will be securely destroyed.

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**For office use only**

Date Application Received \_\_\_\_\_

Supporting documentation received, copied and returned \_\_\_\_\_

Date Application Reviewed \_\_\_\_\_

Approved Yes/No

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_