



# The Corsham Sixth Form 16 to 19 Bursary Fund Policy

*Academic Year 2025*

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## 1. Introduction

The Corsham Sixth Form is committed to ensuring that all students have the opportunity to succeed in their education, regardless of financial circumstances. This policy outlines how we administer the **16 to 19 Bursary Fund**, in line with guidance from the Education and Skills Funding Agency (ESFA).

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## 2. Types of Bursary

There are two types of bursaries available:

- **Bursaries for Vulnerable Groups**
  - **Discretionary Bursaries**
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## 3. Eligibility Criteria

### 3.1 Age

Students must be:

- Aged 16 or over but under 19 on 31 August 2025.
- Aged 19+ only if continuing a course started aged 16–18 or have an Education, Health and Care Plan (EHCP).

### 3.2 Residency

Students must meet the residency criteria outlined in ESFA funding regulations.

### 3.3 Eligible Education Provision

Students must be enrolled in publicly funded education inspected by a quality assurance body (e.g. Ofsted), leading to a qualification up to and including Level 3.

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## 4. Bursary for Vulnerable Groups

Students may be eligible if they:

- Are in care or a care leaver.
- Receive Income Support or Universal Credit in their own name.

- Receive Disability Living Allowance (DLA) or Personal Independence Payment (PIP) and Employment and Support Allowance (ESA) or Universal Credit in their own name.

**Note:** Students must demonstrate actual financial need. Awards are not automatic or fixed at £1,200.

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## **5. Discretionary Bursary**

Awarded based on:

- Household income (typically below £25,000).
- Specific financial barriers to participation (e.g. travel, books, equipment).

**Support may include:**

- Travel costs
  - Course materials and equipment
  - Specialist clothing
  - University visits
  - UCAS application Fees
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## **6. Application Process**

- Applications must be submitted via the bursary application form.
  - Evidence of household income is required (e.g. bank statements, UC statements, P60s, benefit letters).
  - Students must reapply each academic year.
  - Applications are assessed individually and confidentially.
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## **7. Payment Process**

- Payments may be made in-kind (e.g. travel passes, vouchers) or via BACS to the student's bank account.
  - Payments are conditional on attendance, behaviour, and progress.
  - Students must sign a declaration confirming use of funds for educational purposes.
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## **8. Attendance and Behaviour Conditions**

To receive bursary payments, students must:

- Maintain at least 95% attendance.

- Be punctual and adhere to the Sixth Form Code of Conduct.
  - Use funds only for approved educational costs.
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### **9. Changes in Circumstances**

Students must notify the Sixth Form team of any changes that may affect eligibility. Applications can be made throughout the year if circumstances change.

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### **10. Appeals and Complaints**

Students who wish to appeal a bursary decision should follow the Sixth Form's complaints procedure.

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### **11. Fraud and Misuse**

Providing false information may result in:

- Withdrawal of funding
  - Repayment of funds
  - Referral to the ESFA or police
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### **12. Data Protection**

All personal data will be handled in accordance with GDPR and the school's data protection policy.

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