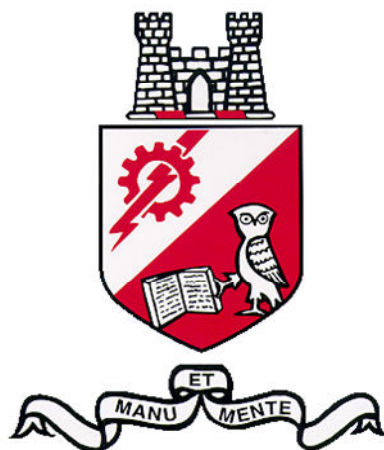


WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

16-19 Bursary Fund Policy

Policy Date: September 2026

Policy to be reviewed on: September 2027

Signed:

Schaefer. ✓

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1. Introduction

1.1 What is the 16-19 Bursary Fund

The fund is made available from the government through the Department of Education (DfE) for 16–18-year-olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

The bursary fund is intended to help students with **essential participation costs** such as:

- Transport to and from school
- Books and equipment required for their study programme – on production of receipts
- Specialist clothing or protective equipment required for their course
- Additional course costs (e.g. trips and visits that are essential to achieving study programme goals)
- Costs of travel to higher education venues for interviews or open days
- In exceptional cases only, to top up Care to Learn funding for childcare costs where these exceed the scheme's maximum rates

The bursary fund cannot be used for:

- Learning support services that the school provides to students (e.g. counselling, mentoring, extra tutoring)
- Extra-curricular activities that are not essential to the student's study programme
- General living costs or household expenses (rent, bills, wi-fi, etc.)
- Bonus payments to reward attendance or achievement
- Block provision of equipment or subsidies that give the school a competitive advantage

The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.

2. Policy Aims

- To ensure that the 16-19 Bursary Fund is administered in accordance with DfE guidelines and policies.
- To explain the roles and responsibilities of staff and students.
- To explain the procedure for making applications.
- To explain the appeals procedure.
- To ensure that the governing body receives appropriate reports on the administration of the 16-19 Bursary Fund.
- To describe the eligibility criteria, how the bursary is calculated and payment processes.
- To ensure that all applications are treated in the strictest confidence

3. Criteria and Eligibility for 16-19 Bursary Funds

Details of the criteria to be used and the eligibility for payments are shown at Appendix 1.

3.1 General Eligibility Requirements

To be eligible for any bursary support, students must meet ALL of the following criteria:

Age: Students must be aged 16 or over but under 19 on 31 August 2026 to be eligible for the academic year 2026-27.

Exceptions for discretionary bursaries only:

- Students aged 19 who are continuing on a study programme they began aged 16-18 ("19+ continuers")
- Students aged 19 or over who have an Education, Health and Care (EHC) Plan

Residency: Students must meet the residency criteria set out in the DfE funding rules for post-16 provision.

Study Programme: Students must be participating in provision that is:

- Subject to inspection by a public body (e.g. Ofsted)
- Publicly funded and leads to a qualification up to and including level 3

Important: Students on apprenticeships or any waged training are employed rather than in education and are **not eligible** for the 16-19 Bursary Fund.

3.2 Assessment of Individual Need

Meeting eligibility criteria does not automatically entitle a student to funding.

All bursary awards, whether vulnerable or discretionary, are based on an **individual assessment of actual participation costs**. This means:

- We will assess what each student genuinely needs to participate in their education
- Awards are based on actual costs such as travel distance, course requirements, and individual circumstances
- Students will only receive the amount they actually need
- We will **not** make blanket or flat-rate payments
- Some eligible students may receive reduced funding or no funding if their costs are already covered or they have no actual financial need

Students must provide evidence of their costs and may be asked to provide receipts at various points during the year.

Details of the specific criteria for vulnerable and discretionary bursaries are shown at Appendix 1.

4. Responsibilities

4.1 Student

- Students making applications undertake to provide accurate information and appropriate documentary evidence where needed.
- Students in receipt of an award should comply with school rules and regulations
- Students must inform the school of changes in their financial circumstances.

4.2 Sixth Form Support Officers

- Assist the student to make an appropriate application
- Ensure the form is completed appropriately and that documentary evidence is provided or confirmed where required.
- Log application and pass completed applications to Finance dept at finance@westhatch.net

4.3 School 16-19 Bursary Fund Manager

The Bursary Fund Manager will:

- Oversee the administration of the fund in accordance with DfE funding rules
- Make decisions on applications with members of the Bursary Panel
- Ensure that all applications are assessed individually based on actual participation costs
- Ensure that reasons for the panel's decisions are accurately recorded, including the breakdown of costs assessed
- Act as the first point of contact to receive any appeal
- **Submit funding claims to the DfE through the DfE Sign-In portal at the specified claim windows** (see section 5.1)
- Ensure that audit requirements are met, including retention of all evidence for 6 years
- Produce reports on administration of fund for governing body
- Ensure timely payments to students
- Ensure that fund is publicised in an appropriate manner
- Maintain records of all "zero bursary" students (those who meet vulnerable group criteria but have no actual financial need)

4.4 16-19 Bursary Fund Panel

- This will consist of the Bursary Fund Manager, Head of Sixth Form and Deputy Head of Sixth Form.
- The panel will consider each application and ensure that awards are granted fairly and equitably in accordance with the fund guidelines.

4.5 The Appeals Panel

- The Appeals Panel will consist of the School Assistant Head for Sixth Form plus one other member of the Senior Leadership Team.
- The Appeals Panel will consider any appeals not resolved by the Bursary Fund Manager.

4.6 Finance Team

- The Finance Manager will ensure funds are paid to students in accordance with the decisions of the panel.
- Notify the student at the termly review dates whether attendance and behaviour conditions are being met before making/withholding a payment (see Appendix 2).
- Administer the cash-flow in accordance with audit and DfE requirements.
- Liaise with the Bursary Fund Manager to ensure that audit requirements are met.

4.8 Deputy Head of Sixth Form

- Ensure attendance is monitored and any issues are brought to the attention of the Heads of Year.

4.7 Governing Body (Finance & Premises Committee)

- Receive an annual report from the Bursary Fund Manager detailing the take-up against the criteria used and a financial analysis of the expenditure.

5. Procedure

5.1 - Funding Claims Process for Vulnerable Student Bursaries

5.1.1 Overview of Claims Process

From academic year 2026-27, the school submits funding claims for vulnerable student bursaries directly to the DfE through the DfE Sign-In portal. Claims are submitted at three defined points in the year.

The Bursary Fund Manager is responsible for submitting all claims and must ensure that:

- All evidence of eligibility has been verified before submitting a claim
- Each student's actual participation costs have been assessed
- The amount claimed reflects the actual support needed (not automatically £1,200)
- "Zero bursary" students (those with no actual financial need) are included in the claim

5.1.2 Claim Windows and Payment Schedule

Window 1: Initial Claims

- **Claim submission period:** Early September to mid-November (exact dates confirmed by DfE annually)
- **Payment received:** February (or March for academies)
- **Purpose:** Main claim window for all eligible students identified at start of year

Window 2: New Claims

- **Claim submission period:** Early January to mid-February (exact dates confirmed by DfE annually)
- **Payment received:** April (or May for academies)
- **Purpose:** Claims for new students identified after Window 1 deadline

Window 3: Reconciliation and Final Claims

- **Claim submission period:** Mid-May to early July (exact dates confirmed by DfE annually)

- **Payment received:** September (or October for academies)
- **Purpose:**
 - End of year reconciliation
 - Return of funds claimed in error
 - Any late claims if necessary
 - Recovery of overpayments

5.1.3 Pre-Payment Checks

Before making payment, the DfE will:

- Validate claims against ILR (Individualised Learner Record) or school census data
- Conduct quality assurance checks
- May request additional evidence to support the amount and purpose of funding requested

The school must respond promptly to any requests for additional evidence.

5.1.4 Use of Vulnerable Bursary Funds

Payments received from the DfE for vulnerable bursaries must be used to support the eligible students for whom they were claimed.

If vulnerable bursary funding becomes available during the year (e.g., a student leaves early), the school should:

- **First:** Recycle the funding to support other eligible vulnerable group students
- **From 1 May onwards:** Add unused vulnerable bursary funds to the discretionary bursary allocation if no other vulnerable students need support
- **If claimed in error:** Return the funds to DfE in Window 3 (funds cannot be added to discretionary allocation if claimed incorrectly)

5.2 - Application Procedure

5.2.1 Making an Application

Students may obtain advice from the Sixth Form Support Officers or Bursary Fund Manager before completing the application form.

Application forms are available:

- From the Sixth Form office
- From the Finance Office
- To download from the West Hatch High School website

Application windows for 2026-27:

- **Window 1:** Applications should be submitted by **30th September 2026** for payment by early October
- **Window 2:** Applications received after 19th September but before **9th October 2026** will receive a response by 26th October
- **In-year applications:** Applications received after Window 2 will receive a response within 10 working days of submission

Final deadline: The final deadline for applications is **31ST January 2027**.

Students whose circumstances change during the year should contact the Bursary Fund Manager as soon as possible.

5.2.2 Assessment Process

The Bursary Fund Manager will organise a meeting of the Bursary Fund Panel. The panel will:

1. **Verify eligibility:** Check that the student meets the age, residency and study programme requirements
2. **Verify vulnerable group status OR household income:**
 - For vulnerable bursaries: verify the student meets one of the four defined groups
 - For discretionary bursaries: assess household income against our eligibility thresholds

3. **Assess actual participation costs:** Determine what the student genuinely needs to participate, based on:
 - Travel costs (distance, mode of transport, frequency)
 - Course-specific equipment or materials required
 - Specialist clothing or protective equipment
 - Essential trips or visits that are mapped to study programme goals
 - Any other essential participation costs
4. **Calculate award amount:** Determine the actual amount needed (not a flat rate)
5. **Record decision:** Document the breakdown of costs assessed and the rationale for the award amount

A brief explanation of the decision will be recorded on the form, including the breakdown of costs that have been assessed.

5.2.3 Notification to Students

Students will receive written confirmation (letter or email) of the outcome of their application, which will include:

- Whether their application has been successful
- The total amount of bursary awarded
- A breakdown of what costs the bursary will cover (e.g., £X for travel, £X for equipment)
- How and when payments will be made (in-kind or bank transfer)
- The conditions attached to the funding (attendance, behaviour, return of equipment, provision of receipts)
- What happens if conditions are not met

Students must sign to confirm they have received and understood this information.

5.2.4 Payment Process

Preferred method: In-kind support

Wherever possible, the school will provide support in-kind rather than cash payments. This includes:

- Travel passes or tickets
- Meal vouchers or credits
- Required books and equipment purchased by the school
- Direct payment to third parties (e.g., childcare providers)

When providing in-kind support, we will explain to the student the value of the support provided.

Cash payments:

Where in-kind support is not practical, payments will be made by BACS transfer to the student's own bank account. Students must:

- Have a bank account in their own name (evidence required)
- Only use bursary payments for the agreed purposes
- Provide receipts when requested as part of the terms and conditions

Payment frequency:

- Regular payments (e.g., for travel and meals) will typically be made Weekly.
- One-off payments (e.g., for equipment) will be made after verification of need or on production of receipts
- Large or lump sum payments will not be made

We will not:

- Make payments into another person's account (except in exceptional circumstances where a student cannot manage their own account)
- Issue cheques
- Make payments to parents'/family members

5.2.5 Evidence and Receipts

For regular weekly costs like travel and food, it is not practical to collect receipts for every transaction. Therefore:

- Costs will be evidenced initially by receipts (e.g., cost of a weekly bus pass, cost of a meal deal)
- Ongoing payments will then be linked to attendance patterns
- Students will be asked to provide receipts at various points in the year as specified in their award letter

For one-off purchases (equipment, books, etc.), students must provide receipts before reimbursement or the school will purchase items directly.

All evidence and receipts will be retained for audit purposes for 6 years.

6. Appeals Procedure

Stage 1: Any parents/carers or students who wish to appeal the decision by the Bursary Fund Panel should do so in writing to the Bursary Fund Manager within 4 weeks of the decision. Parents/carers or students should clearly explain what is being appealed and why they believe the decision to be incorrect. Additional evidence to support the appeal may be required. The claim will be reassessed and the parents/carers or student informed of the decision in writing within 10 days of receipt of the letter

Stage 2: Should the matter not be resolved to the satisfaction of the parents/carers or student, then they can ask for the appeal to be passed on to stage two. The Bursary Fund Manager will arrange a meeting of the Appeals Panel. The claim will be reassessed and the parents/carers or student informed of the decision in writing within 10 days of the Appeals Panel meeting. The decision of the Appeals Panel will be final.

7. Timing and Amount of Payments

See Appendix 2

8. Review of policy

The policy will be reviewed annually, in accordance with recommendations from the schools' audit services and DFE requirements by the Bursary Fund Manager.

9. Data and Confidentiality

The school will treat all information supplied under this policy as confidential and in accordance with:

- The Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Data (Use and Access) Act 2025
- The school's data protection policy
- The school's records management policy

West Hatch High School fully complies with information legislation. For full details on how we use your personal information please visit www.westhatch.essex.sch.uk or call 0208 504 8216 if you are unable to access the internet.

For audit purposes, all information must be retained for a period of 6 years. This includes:

- Application forms
- Evidence of eligibility (household income, vulnerable group status)
- Individual assessments of need and cost breakdowns

- Award letters and student agreements
- Evidence of payments made
- Receipts for purchases
- Attendance records
- Records of any withheld payments and reasons

10. Audit

The 16-19 Bursary Fund is subject to audit by the DfE and the school's internal auditors. The school must retain all documentation relating to each claim, whether awarded or not, with a clear justification for decisions.

Documentation to be Retained (6 years minimum):

For all applications:

- Completed application forms
- Evidence of age and residency eligibility
- Individual assessment of actual participation costs with breakdown
- Award letters/confirmation documents signed by students
- Records of conditions attached to funding
- Attendance records

For Vulnerable Student Bursaries:

- Evidence of vulnerable group status (letters from local authority or DWP)
- Copies of funding claims submitted to DfE via the DfE Sign-In portal
- Evidence of payments received from DfE (bank statements, remittance advices)
- Records of "zero bursary" students included in claims
- Evidence of any recycled funding or funds returned to DfE

For Discretionary Bursaries:

- Evidence of household income (P60s, bank statements, bank/other savings accounts, UC statements)
- Self-declaration forms (if not conducting annual household income checks)

For all payments:

- Receipts for purchases made (equipment, books, travel passes, etc.)
- Evidence of in-kind support provided and its value
- Bank transfer records for cash payments
- Records of any withheld payments and reasons
- Evidence linking payments to attendance

Common Audit Errors to Avoid:

The school will ensure it does not:

- Make blanket or flat-rate payments not based on actual need
- Award funding without proper assessment of individual costs
- Fail to verify eligibility evidence before making awards
- Use incomplete application forms that don't capture necessary information
- Automatically award £1,200 to vulnerable group students
- Fail to retain evidence of household income
- Use bursary funds for prohibited purposes (learning support, non-essential activities, living costs)
- Fail to include "zero bursary" students in funding claims

Audit Checklist

The school uses an internal checklist (available from the Bursary Fund Manager) to ensure compliance with all funding rules when processing applications and making payments.

11. Misuse and Fraud

The school has a duty to investigate instances of suspected fraud when a student is applying for bursary funds.

Student/Parent Responsibilities:

Students and parents must:

- Provide accurate and complete information
- Inform the school immediately if circumstances change
- Use bursary funds only for the agreed purposes
- Provide receipts when requested
- Return equipment at the end of the study programme if required

Consequences of Fraud:

Where evidence is found that misleading or fraudulent information has been knowingly submitted by a student or parent, resulting in the student receiving a bursary that they should not have received:

1. Immediate action:

- Future payments will be stopped
- The school will attempt to recover the overpayment from the student

2. Reporting:

- The matter may be referred to the police
- The student and/or their parent or carer may face prosecution
- Significant fraud (over £1,200 or involving novel/unusual circumstances) will be reported to the DFE

School Responsibilities:

The school will:

- Investigate all suspected cases of fraud
- Maintain confidential records of investigations
- Report significant fraud to the DFE
- Attempt to recover incorrectly paid funds
- Consider police referral in serious cases

Students and parents are made aware of these consequences through:

- The application form (which includes a declaration)
- The bursary policy (published on the website)
- Award letters/confirmation documents

12. Prohibited Uses of Bursary Funding

The 16-19 Bursary Fund **cannot** be used for:

Learning Support Services

- Counselling or mentoring
- Extra tutoring or academic support
- Servicing of laptops/tablets
- Any other services the school provides to students

Non-Essential Activities

- Extra-curricular activities not essential to study programme goals
- Activities that cannot be clearly mapped to course objectives
- Foreign/overseas field trips where the content can be found in England at much cheaper cost
- Field trips not essential to the study programme

General Living Costs

- Rent or accommodation costs
- Household bills (electricity, gas, water)
- Wi-fi or broadband costs
- General household income support
- Food costs outside of the school day

Competitive Advantages

- Block subsidies (e.g., subsidising the canteen for all students)
- Fees for access to school facilities
- Bonus payments to reward attendance or achievement
- Marketing incentives to encourage students to choose our school
- Charging bursary-supported students more than other students for the same service

What the Bursary Fund CAN Be Used For:

The bursary fund is intended to help with **essential participation costs** that students would otherwise need to pay for themselves:

- Travel to and from school
- Essential books and equipment required for the course
- Specialist clothing or protective equipment
- Essential trips/visits mapped to study programme goals
- Travel to university interviews/open days
- UCAS application fees
- Meals during the school day (for discretionary bursary students only - not free school meal students)
- In exceptional cases, top-up to Care to Learn childcare funding
- All expenditure must be clearly linked to enabling the student to participate in and complete their education.

13. Appendices

1. Criteria and Eligibility for Payment
2. Bursary Fund Application Form (To be completed)
3. Timing and Amount of Payments

Application forms are available from the Sixth Form; the Finance Office or you can download one from the West Hatch High School website.

Appendix 1 Eligibility Criteria

Categories of Bursary

There are two types of 16-19 bursary:

1. Vulnerable Student Bursary

This is available to students who meet one of the four defined vulnerable groups AND have actual financial need.

Important: Meeting the criteria for a vulnerable group does NOT automatically entitle a student to funding. Students must have actual participation costs that need to be covered.

The maximum available is up to £1,200 per year for students on full-time courses of 30 weeks or more, but:

- Students will only receive the amount they actually need based on individual assessment
- Students with no actual costs will receive no funding ("zero bursary")
- Students on shorter courses or studying fewer hours will typically need less support
- Students whose costs are already covered (e.g., by the local authority) will not receive funding

If a student's assessed needs exceed £1,200, additional support may be provided from the discretionary bursary allocation or the school's own funds, subject to eligibility and available funding.

2. Discretionary Bursary

This is awarded at the school's discretion based on household income and individual needs to cover specific costs such as transport, books, equipment, trips and other essential course costs.

The school offers different levels of financial support based on household income. The thresholds for determining eligibility are detailed below.

All discretionary bursary awards are based on individual assessment of actual participation costs.

Vulnerable Student Bursary - Eligibility Criteria

Students who meet ALL of the following criteria may apply for a vulnerable student bursary:

1. Age and Study Programme Requirements

- Aged 16-18 on 31 August 2026
- Enrolled on a full-time DFE -funded course
- Meet residency requirements

2. Membership of a Defined Vulnerable Group

The student must be in ONE of the following groups:

Group 1: In Care

- Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) OR under a care order (section 31 of the Children Act 1989)
- This includes students placed with foster carers by the local authority
- This does NOT include privately fostered children

Group 2: Care Leavers

- Young people aged 16-17 who were previously looked after for 13 weeks consecutively (or periods amounting to 13 weeks), which began after age 14 and ended after age 16, OR
- Young people aged 18 or over who were looked after prior to age 18 for 13 weeks consecutively (or periods amounting to 13 weeks), which began after age 14 and ended after age 16
- This includes young people who left care via permanence orders (e.g., Special Guardianship Orders) if they meet the definition above

Group 3: Receiving Universal Credit

- Students receiving Universal Credit (UC) **in their own right** because they are:
 - Financially supporting themselves, OR
 - Financially supporting themselves and someone dependent on them who lives with them (such as a child or partner)

Group 4: Receiving Disability Living Allowance/Personal Independence Payments AND Employment Support Allowance/Universal Credit

- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **in their own right**, AND
- Receiving Employment and Support Allowance (ESA) or Universal Credit (UC) **in their own right**

3. Evidence of Eligibility

Students must provide the following evidence, which will be verified and retained by the school:

For Groups 1 and 2 (In Care/Care Leavers):

- Written confirmation from the relevant local authority of current or previous looked-after status
- This must be clearly from the local authority (letter or email)

For Group 3 (Receiving IS/UC):

- Copy of IS or UC award notice clearly stating the claim is in the student's name
- The evidence must confirm they are entitled to benefits in their own right
- For UC claimants, additional evidence such as:
 - Tenancy agreement in student's name
 - Child benefit receipt
 - Children's birth certificates
 - Utility bills
- UC claimants can print details from their online account or provide screenshots

For Group 4 (Receiving DLA/PIP and ESA/UC):

- Copy of UC or ESA award notice
- Evidence of receipt of DLA or PIP

4. Assessment of Actual Financial Need

Even if a student meets criteria 1-3 above, they must also have **actual financial need**.

The Bursary Panel will assess:

- What participation costs the student has (travel, equipment, etc.)
- Whether these costs are already covered by other sources (e.g., local authority support, partner's income)
- The actual amount needed based on:
 - Length of study programme (students on courses less than 30 weeks need less support)
 - Hours of study per week
 - Distance to travel
 - Course-specific requirements

Students will NOT receive funding if:

- Their participation costs are fully covered by the local authority or other sources
- They are attending specialist residential provision that covers educational costs in full
- They have no relevant participation costs (e.g., distance learning with no travel/meal costs)
- They are financially supported by a partner or family member who covers their costs

These students will be recorded as "zero bursary" students and included in the school's funding claim to DfE but will receive no payment.

Discretionary Bursary - Eligibility Criteria

Household Income Assessment

Annual vs. One-Time Assessment:

For students enrolling on a typical 2-year study programme, the school will assess household income **once at the beginning of their programme**.

Students will be required to sign an annual self-declaration confirming their household circumstances have not changed. If circumstances change significantly, students must inform the school immediately and may need to provide updated evidence.

If a student changes course or level, the school will reassess eligibility.

What We Include in Household Income:

Total household income includes:

- All earned income (employment, self-employment)
- Universal Credit (after deductions)
- Other benefits and tax credits
- Any other unearned income

Evidence Required:

Students must provide ONE of the following for household income verification:

- **Universal Credit:** 3 most recent monthly award statements (we will calculate estimated annual income from these)
- **Low income families:**
 - P60 for all working household members, PLUS
 - Last 3-6 months of bank statements showing household income, including savings accounts, OR
 - Most recent self-employment accounts

Eligibility Levels

Level 1: Free School Meals Students

Students currently entitled to free school meals for academic year 2026-27.

Evidence required:

- Confirmation of free school meal eligibility (we will verify this internally)
- If not already registered, students must apply via the school website

Note: Students in this category will not normally be eligible to claim bursary funding for meals as they are entitled to receive a free school meal at school. However, they may apply for support with other participation costs (travel, equipment, etc.).

Level 2: Low Income Students

Students whose household income is more than £16,000 but less than £30,000 per year (including Universal Credit).

Evidence required:

- Universal Credit statements (last 3 months) confirming household income less than £30,000, OR
- Evidence of total household income less than £30,000 (P60, 3-6 months bank statements, including savings accounts)

Assessment of Actual Need

Meeting the household income criteria does not guarantee funding. All discretionary bursary awards are based on individual assessment of actual participation costs.

The Bursary Panel will assess:

- What participation costs the student has
- Whether they are eligible for free school meals (if so, meal costs will not be covered by bursary)
- Distance to travel and mode of transport
- Course-specific equipment or materials needed
- Number of dependent children in household
- Any other relevant factors affecting participation costs

The size of awards depends upon:

- The number of applicants
- The level of residual funds remaining
- Individual student circumstances and costs

All items for support will be considered on a case-by-case basis and will be targeted at those students who most need financial assistance.

One-Off Payments

Eligible students who wish to access the Bursary Fund for one-off items such as:

- Additional equipment
- Transport costs (e.g., for university visits)
- Essential trips that are mapped to study programme goals
- Other essential participation costs

Should contact the Bursary Fund Manager detailing their needs.

Applications will be assessed individually based on:

- Whether the cost is essential to participation
- Whether it is directly related to achieving study programme goals
- Available funding

Receipts for items of equipment will be required.

Commitment Conditions

To continue to receive a bursary, a student must satisfy the following conditions:

1. **Attendance:** The student must have no unauthorised and unexplained absence or lateness from lessons or from school unless they have prior permission from the Sixth Form Management Team. Holidays will not be authorised.
2. **Examinations:** The student must sit all their examinations.
3. **Coursework:** The student must be up to date with all class and homework and have handed in all coursework by the deadline.
4. **Behaviour:** The student must achieve satisfactory behaviour and attitude to learning and abide by the terms and conditions of the Sixth Form Code of Conduct.
5. **Equipment:** If the school purchases equipment such as a laptop or textbooks with bursary funds, the student must return it at the end of their study programme so it can be used by another student.
6. **Receipts:** Students must provide receipts for expenditure at the points specified in their award letter.

Attendance Reviews

Students' attendance will be reviewed termly at pre-set dates as set out in Appendix 2.

To qualify for the following term's payment, students must have zero unauthorised absences since the last review (or since the start of the course for Term 1).

Students have a fresh start after each review, allowing a spring or summer term payment to be possible even if they did not qualify for autumn term payment.

This attendance review will take place centrally. Students with unauthorised absences will be invited to discuss this with the Bursary Fund Manager within one week before any payment is suspended.

The school will always consider individual circumstances when deciding whether to withhold payments.

Appendix 2 Timing and Amount of Payments

Eligibility for Payments

Students are only eligible for payments if they:

1. Are legitimately enrolled on their study programme
2. Meet all the 'Commitment Conditions' (see Appendix 1)
3. Have had their application approved by the Bursary Panel

Application Windows for Academic Year 2026-27

Window 1: Main Application Window

- **Deadline:** 30th September 2026
- **Payment:** By 5th October 2026
- **Purpose:** Main window for all students to apply

Window 2: Late Applications

- **Deadline:** 9th October 2026
- **Payment:** By 26th October 2026
- **Purpose:** Applications missed in Window 1

In-Year Applications:

- **Timing:** After 9th October 2026
- **Payment:** Within 10 working days of submission
- **Note:** Awards will be pro-rata based on enrolment date

Final Deadline: 31st January 2027

Important: At least 85% of available funds will be allocated by 30th November 2026.

Payment Schedule

Bursary payments will be made on a Termly basis throughout the academic year.

Important Notes

1. **Individual Assessment:** All requests for bursary support are considered individually based on actual financial need. Funding may be limited or refused if need is not established.
2. **Variable Amounts:** Funding varies from student to student depending on household income, distance to travel, and study programme requirements.
3. **Confidentiality:** Applications are treated in the strictest confidence.
4. **Payment Methods:**
 - In-kind support is preferred (travel passes, meal vouchers, equipment)
 - Cash payments by BACS to student's own bank account only
 - No cheques issued
 - No payments to parents/family members
5. **Bank Account Required:** Students must have a bank account in their own name to receive cash payments (evidence required).
6. **Pro-Rata Payments:** If a partial allocation is made, payments will be proportionate.
7. **Attendance Condition:** Payments are dependent on zero unauthorised absences in the relevant review period.
8. **Equipment Return:** Equipment purchased by the school must be returned at the end of studies.
9. **Fresh Start:** Students get a fresh start after each attendance review, so spring or summer payments are possible even if autumn payment was not made.

Data Protection Statement:

West Hatch High School fully complies with information legislation. For full details on how we use your personal information please visit www.westhatch.net or call 0208 504 8216 if you are unable to access the internet.

Appendix 3 Bursary Fund Application Form

16-19 Bursary Fund Application 2026-2027

The 16-19 Bursary funds are paid by the Department of Education (DfE) to schools and colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial considerations. If you wish to apply for the fund please complete the form below and return it with any required evidence to the Finance Department by Monday 30th September 2026.

We cannot process your application unless suitable evidence is provided
ALL APPLICATIONS ARE TREATED IN THE STRICTEST CONFIDENCE

Student Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Contact Tel No.	

Level 1 - Vulnerable Bursary

Only complete if you are in one of the following groups (please tick). You **may** be entitled to £1,200 per year for a full-time course. Funding is NOT guaranteed and there is a possibility of no award or limited award even if eligibility criteria is met. Need will be assessed on an individual basis.

Young person in care	
Care leaver	
Young person in receipt of Universal Credit (you receive this, not your parent/carer)	
Disabled young person in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right	

Level 2 - Students who are entitled to Free School Meals

Students who have successfully claimed Free School Meals for the current academic year (2026/2027) or for the previous academic year before 1st April 2026

Students whose home Household income is less than £30,000 –including Universal Credit	

Level 3 - Low Household Income

Students whose home Household income is less than £30,000 –including Universal Credit	

Level 4-One off payments

Students that fail to meet the criteria for a Level 1 – 3 Bursary Award and wish to access the Bursary Fund for financial support for equipment, transport etc. Details must be provided below for the Bursary Fund Manager to analyse their needs (please use a separate sheet if necessary).

Student's Bank or Building Society Details

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.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate.

Signature Student		Date	
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Parental/Carer Details

Surname/Family Name:			
First Names:			
Date of Birth			
Address			
	Post Code		
Home Phone			
Mobile Phone			
Please state annual household income, and attach evidence. Please refer to our 16-19 Bursary Fund Policy for more information. Examples include: • 3 x most recent Universal Credit Award Notices • Low income families – P60 + last 3 months bank statements showing household income earned, including bank saving accounts. NOTE: APPLICATIONS WILL NOT BE PROCESSED WITHOUT ANY SUPPORTING EVIDENCE – EVEN IF YOU ARE CURRENTLY RECEIVING FREE SCHOOL MEALS		Annual Household Income:	

I confirm that the details on this application are true and accurate.

Signature of Parent/Carer		Date	
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