



BURSARY POLICY (POST 16) THOMAS ALLEYNE ACADEMY

Date Reviewed	Body	Next Review Date
Summer term 2026	Senior Leadership Team	Summer Term 2028



1. Introduction

We would like to support all of our students to help them to achieve their desired destination. This policy has been developed by the Thomas Alleyne governing body to ensure that our most vulnerable students are identified and supported in their post 16 education. This covers the distribution of the 16-19 discretionary bursary fund, the one off bursary and bursary for students in vulnerable groups.

We recognise that all students need support in different ways. For those that need support financially we have three different schemes for students to apply for financial support.

1.1 Bursary for students in vulnerable groups

1.2 16-19 Discretionary Bursary

1.3 One-off bursary payment

The value of bursaries issued will not exceed the amount allocated by the DFE unless expressly agreed by the Head teacher.

2. BURSARY FOR STUDENTS IN VULNERABLE GROUPS

If your family circumstances align with one of the following categories, please contact the KS5 Coordinator to discuss applying for the vulnerable groups bursary:

You may be able to get a bursary if at least one of the following applies:

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school.

To apply for this bursary please complete the form from the government website which can be found [here](#). Please let the Key Stage 5 coordinator know that you have applied.



3. 16-19 DISCRETIONARY BURSARY

The 16-19 Discretionary Bursary is a government fund allocated to schools to help students to cover the cost of their education. This is available to students who don't qualify for the vulnerable groups but whose parents meet one of the following criteria:

- receiving universal credit
- receiving support under part VI of the Immigration and Asylum Act 1999
- receiving the guaranteed element of the state pension credit
- (the applicant) received Free School Meals

The bursary can be used to contribute to the following costs:

- clothing, books and other equipment for your course
- transport and lunch on days you study
- one-off payments to cover study trips or travel for university interviews

All applications are assessed on an individual basis. The level of each discretionary payment will be agreed by the head of sixth form and SLT link. There is limited funding available so all applications need to be submitted by the end of September. If you require any advice or support in completing [this form](#) please contact the KS5 Coordinator or the Head of Sixth Form.

ONE-OFF BURSARY

Where students do not meet the eligibility criteria for the 16-19 Discretionary Bursary, they may apply for a one-off bursary payment to support their studies. We also offer bursaries to support students with one-off costs such as school trips, travel to university interviews or other unexpected expenses throughout the year. To apply please complete [this form](#).

- Payments below £50 can be authorised without evidence.
- For payments over £50, we will ask to see evidence of parental circumstances, income and outgoings.
- Where the need arises for students to access a one-off bursary payment more than once in an academic year, each application will be dealt with on a case by case basis.
- These can be authorised by the Head of sixth form.

4. PAYMENT OF BURSARIES

- Once a decision has been made, the applicant will receive a letter stating whether their application was successful and stipulating what payments will be received.
- Where a bursary is issued to cover travel, checks will be carried out to make sure that the amount of funding is of a reasonable amount and may need to be a percentage of the full travel amount.
- Payment may be made in the form of direct or indirect monetary contributions e.g. vouchers for the in school stationery supplies or train tickets etc.



- If direct payments are made they must be paid directly into a bank account in the students name and receipts for purchases may be requested.
- To qualify for a bursary students attendance must be above 95% and students should adhere to the sixth form code of conduct.
- Where possible we will purchase the required equipment on behalf of the applicant.

5. HOW TO APPLY

To apply for a discretionary bursary please use this [link](#) to an online form.

To apply for a one off bursary payment please use this [link](#) to an online form.

Appeals should be in writing to the head teacher within 10 days of the decision. You will be asked to attend a meeting with the head teacher and an appeal outcome will be shared with you within 7 days of the meeting.

6. REVIEW

This policy will be reviewed by SLT and governors every two years