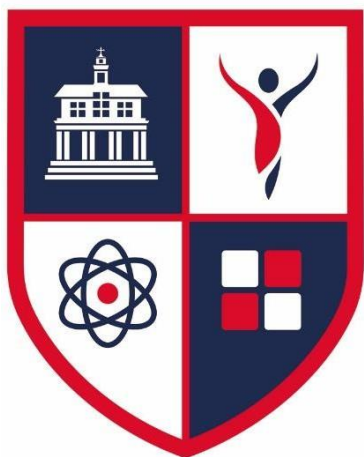


CHILDWALL
SPORTS &
SCIENCE ACADEMY

Bursary Fund Policy



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SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Origination	Authorised by	Policy Date	Review Date
	EBR	Sept 2025	Sept 2026

1. What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Education Funding Agency, to aid students whose access to and participation in education is inhibited by financial constraints or barriers. The new 16-19-year-old Bursary Fund scheme has been put in place as a replacement for Education Maintenance Allowance (EMA).

2. Who is eligible to apply for 16-19 Bursary funding?

Students following government funded full time or part-time courses, who are 16 years and over and satisfy **one or more** of the following criteria:

- Students aged at least 16 and under 19 years of age on **31st August 2025** who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance.
- Students who are economically disadvantaged and at risk of not taking up or continuing in their education.

3. How does Lydiate Learning Trust assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund, and the school will prioritise allocation according to personal circumstances and household income. There are two types of 16 to 19 bursaries:

- a **vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups
- **discretionary bursaries** which institutions award to meet individual needs, for example, help with the cost of transport, uniform, books and equipment

Institutions are responsible for managing both types of bursaries. Students who want to apply for support from the bursary fund should contact their chosen institution to make an application.

Vulnerable Bursary

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Evidence of eligibility

Institutions must obtain proof that students are eligible for a vulnerable bursary. Institutions should ask for evidence from each student and retain copies for audit purposes. For example:

- For students in receipt of qualifying benefits, a letter from DWP that states the benefit the student is entitled to (they must be entitled to the benefits in their own right). The evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate)
- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this local authority looks

after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority. Institutions should only submit a vulnerable bursaries funding claim to the SBSS when they have seen and verified appropriate evidence that the student is eligible.

Discretionary Fund

In the school year 2025/26, consideration will be given to students, regardless of parental income, who require financial support in completing their courses. Students in this group may receive a contribution towards the cost of essential course equipment and resources, transport costs etc. Funding will be made in arrears and only based on full attendance, punctuality and meeting expectations for behaviour and completion of work. Receipts for items of equipment etc. will also be required.

Emergency payments of small sums from this Discretionary Fund may be available for any student in need at times of crisis.

4. Procedures

Information and Application

Information on eligibility and how to apply for the Bursary will be available to all students as part of their induction into the Sixth Form. This information will also be placed on the school's website.

Applications should be made on the Bursary Application Form available from the Sixth Form Team or downloaded from the school's website.

- Applications should be made as soon as possible. **Information provided will be treated in the strictest confidence.**
- Emergency applications can be submitted at any time.
- Students who apply for the £1,200 bursary will need to provide documentary evidence to show that they fall into one of the nominated vulnerable groups: young people in care, care leavers and those in receipt of Income Support or Employment and Support Allowance **and** Disability Living Allowance.
- Free School Meal evidence can be obtained without student involvement as the Local Authority provides the school with confirmation of all students granted Free School Meals.
- Other applications must be supported by relevant documentation (see Appendix 3 for guidance).
- Payee details need to be provided so that payments can be made by bank transfer, so students must have a bank account.
- Completed forms should be handed in to the Director of Sixth Form.

5. Method of payment

Payments will be made directly to the student by bank transfer. Vulnerable Bursary payments will be made in three instalments i.e. one per term. Discretionary Fund payments may or may not be staged depending on the sum involved and the reasons why funding has been granted.

6. Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the school's Finance Manager and Director of Sixth Form. They will be communicated to applicants. An appeal against any decision will be heard by an Appeals Panel comprising of the Headteacher, a Governor and a Deputy Headteacher.

Appeals must be made in writing within 5 working days of decisions being issued.

7. Policy Review

The Governing Body intends to review and update (as appropriate) the school's 16-19 Bursary Fund Policy and procedures on an annual basis, depending on Government policies and any local agreements, which may evolve.

For any queries or clarification required, please contact Mr C Tyrer, Head of Sixth Form.

8. Attendance, behaviour and progress criteria for Bursaries

A student awarded a Guaranteed or Discretionary Bursary must sign a contract with Childwall Sports & Science Academy, undertaking to meet the School's conditions of the award.

Bursary payments are conditional:

- On achieving 95% attendance or above, unless the period of absence is supported by a medical note
- On acceptable progress in line with target grades, including submitting all work by given deadlines
- On acceptable behaviour in the Sixth Form

Failure to meet the above conditions may mean part or all of your payment could be stopped

Section A – Your Personal Details

Title:

First name(s):

Surname:

Date of birth:

Home address:

Postcode:

Is this your full-time address? Yes / No

If 'No' please provide details of any other addresses:

Year of study: Year 12 / Year 13

Section B - What you need assistance with.

Please enter details in all sections for which assistance is required. We recognise that some of these costs can only be approximate at the time of application. Exact amounts with evidence / proof of purchase will be needed later.

Type of assistance	Amount	Tick
Bus Pass	This will be ordered by the school on a termly basis. Student must go Merseytravel Centre to collect.	
Textbooks	These will be ordered by the school and distributed to the student individually.	
School Uniform	School can order this directly through our supplier. Please speak to sixth form admin.	
UCAS fees	£	
HE open days / interview costs	£	
Other educational costs	£	

ONLY COMPLETE THIS SECTION IF YOU MEET THE FOLLOWING CRITERIA:-

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Appendix 1

Application for Vulnerable Bursary - £1,200 per annum

This form should be completed and submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for the Vulnerable Bursary funding under the following criteria (please delete as appropriate):

- I am living in care.
- I have just left living in care.
- I am receipt on income support.
- I am disabled and receiving **both** Employment Support Allowance **and** Disability Living Allowance.

I attach to this form the following evidence to support my application (please specify below):

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

Signed: (Learner) _____

Signed: (Parent/Carer) _____

Date: _____

Date application received: _____

Outcome: _____

The application form and appropriate appendices needs to be handed to the Head of Sixth Form marked '16-19 Bursary Fund' as soon as possible following admission to the Sixth Form in September.

Information provided will be treated in the strictest confidence.

Appendix 2

Application for Discretionary Funding

This form should be completed and submitted with appropriate evidence.

Full name:

Date of birth:

Please tick if you are in receipt of Free School Meals	
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I wish to apply for Discretionary funding under the following criteria:

- I have an identifiable financial need (please explain below).

I attach to this form the following evidence to support my application (please specify below):

I will be able provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner) _____

Date: _____

Date application received: _____

Outcome: _____

The application form and appropriate appendices needs to be handed to the Director of Sixth Form marked '16-19 Bursary Fund' as soon as possible following admission to the Sixth Form in September.

Information provided will be treated in the strictest confidence.

Appendix 3

Proof of income / benefit submitted

Whatever you have declared in Appendix 2 can be supported with evidence for an assessment to be made.

Type of income	Evidence required	Tick if supplying
Annual salary	P60 for tax year 2022-23, or last week in March 2023 payslip or month 12 (March 2023) payslip or Working Tax Credit Award Notice marked 2022-2023	
Income Support	Entitlement/Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement/Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement/Award letter – dated within the last 3 months	
Universal Credit	Entitlement/Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2023-2024". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement/Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	

Information provided will be treated in the strictest confidence.

Only complete this section if you are submitting receipts for re-imbusement

Appendix 4
Student Payee Details

To be made payable to.....
Payee Bank Details:

Account Name
.....
Account Number
.....
Sort Code
.....
Bank
.....

Appendix 5

Further information
Please give details below of any other circumstances that you would like us to know about to help with your application.