

16-19 Bursary Procedures and Application

What is the School 16 – 19 Bursary Procedure?

The Academy offers a Bursary Scheme providing financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. Details of the Leigh Academy Wilmington 16-19 Bursary Scheme is provided below:

Eligibility Criteria:

Leigh Academy Wilmington 16–19 Bursary Fund will operate on two levels.

For all levels of support a student must be aged under 19 years of age on 31 August 2025 in the academic year in which they start their programme of study and must satisfy the DfE residency criteria as detailed in the DfE Funding Guidance.

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

The student must have no level of unauthorised and unexplained absence from all lessons or from School when they are expected to be present. In weeks where a student does have absence from School the Bursary will not be paid.

The student must be punctual to all lessons.

CONDITION ONE: 100% attendance

If absence is not authorised, there will be no payment for the week in question. All of the week's payment will be lost; the scheme does not allow part-payments for the weekly allowance. You need to apply for authorised leave in advance before taking time off for any of the following reasons. Failure to apply for leave in advance will result in your payment being stopped for that week.

AUTHORISED LEAVE IN ADVANCE

- Medical appointments that cannot be arranged outside School hours, e.g. hospital appointments which are supported by an appointment card.
- Religious festival.
- Visit(s) to University for an interview or open day. [Following the Academies policy for number of visits.]
- An unpaid work experience placement that is an integral part of your course.
- Participation in significant extracurricular activity, e.g. drama or sport, at a regional or national level.
- Attendance at a probation meeting.
- Attendance at the funeral of a relative or close friend.
- Study Leave – your Bursary will be paid as normal during study leave up until the date of your final examination.

We recognise that on certain occasions you may not be able to attend classes through circumstances that are beyond your control. These absences may be treated as authorised providing you notify the Academy on 01322-272111 ext 2453, in line with the Academies procedures.

OTHER ABSENCE THAT MAY BE AUTHORISED

- Emergency situation of a family member, e.g. sudden, severe illness.
- Emergency dental/doctor's appointments.

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UNAUTHORISED ABSENCE

The following are some examples of absences and will be treated as unauthorised by the Academy and will result in your weekly Bursary payment being stopped. This is not an exhaustive list and the Academy reserves the right to make judgement on what counts as unauthorised absences:

- Holidays.
- Part or full time work not part of your programme of study.
- Absence of more than 1 day per term as a result of illness. (This can be adjusted in the case of a student with disability as defined by the Equalities Act 2010.)
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings.
- Driving lessons.
- Routine check-ups at dentist/doctor.
- Exclusion from a particular class or from the Academy

CONDITION TWO: Attendance at all lessons on time

Persistent lateness to lessons will result in your weekly payment being stopped. Students must arrive to each lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson.

CONDITION THREE: Adherence to the School Sixth Form Contract

All Sixth Form students would have signed a copy at enrolment.

LEVELS OF BURSARY PAYMENT

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries which institutions award using policies they set, in line with these funding rules

Level One – Bursaries for Defined Vulnerable Groups

Who is eligible for Level One payments?

Awards up to £1,200 per annum are made if at least one of the following applies, students are:

- in care
- 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
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Level Two – Discretionary Bursaries

Who is eligible for Level Two payments?

A limited award per annum is available and eligibility is based on household income, and actual financial need.

- In receipt of Income Support
- In receipt of Universal Credit - 3 most recent monthly award statements.

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Who is eligible for discretionary bursary?

Students who are not eligible for level 1 can apply for a discretionary award. Awards will be dependent on the funds available from the DfE and the number of eligible students. Awards will be made on the level of household income (including all benefits) Evidence is required to obtain an award.

Discretionary awards can also be awarded to students aged 19 or over (as at 31st August 2025) if they have an Education, Health and Care Plan (EHCP) and/or are continuing on a study programme they began when aged 16 – 18.

Those with an identifiable financial need who do not fall into Levels 1 where there are specific educational purposes. These could include:

- Costs of transport
- Meals in school
- Books and equipment
- UK Educational trips

The Academy may use the bursary fund in individual cases of severe hardship, to provide **emergency meal** support whilst a student attends their study programme, for a student the school considers to be in real need, without undertaking the checks on household income or gathering other evidence that would normally be required.

Guidance on the 16-19 Bursary Fund can be found

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026>

THE PROCESS

Students are to be encouraged to apply for a Bursary using the attached application form as soon as possible after admission in September. Decisions will be made which is comprised of the Assistant Principal with responsibility for Post 16 and the Finance Manager. The panel will meet as appropriate.

HOW DO I APPEAL IF THE ACADEMY HAS STOPPED PAYMENT?

- The Academy may stop payment if you have not met the terms and conditions of the Bursary Agreement, which you have signed.
- If a payment to you is stopped the Academy will explain clearly why this has happened
- Non-payment is not always due to non-attendance, it can also be for persistent lateness.
- If you are not happy with the reasons for the non-payment of your Bursary you have the right to appeal. The Academy is obligated to provide one appeal hearing for every non-payment decision.
- If you wish to exercise your right to appeal you should contact the Post 16 Administrator who will direct you to the appropriate Appeal Panel.
- Your appeal must be lodged in writing within 10 working days of non-payment of the Bursary.

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- The following information should be included in the letter:
 - The full reason for the appeal
 - Any documentation you wish to present as evidence
- An appeal will normally be dealt with within 5 working days. In the event that your case is not straightforward we may contact your tutor or subject teacher for further information, which may take extra time.
- The appeal will be handled in the Academy at Senior Management level.
- At the appeal you will have the opportunity to present your case and have an adviser present such as a parent or carer who if you wished could put the case on your behalf.
- The Appeal Panel's decision is final and binding on all parties.
- If your appeal is successful you will be eligible for back payment.

Please detach the following **THREE** forms and complete and return them to the Head of Sixth Form as soon as possible.

1. Bursary Policy Agreement Form page 5
2. Bursary Application Form pages 6 and 7
3. Bursary Bank Details Form page 8

Completed Bursary applications and supporting evidence should be submitted to the Head of Sixth Form by Friday 26 September 2025.

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Bursary Agreement Form

Student: I have read and understand the conditions of this Agreement and will adhere to the School's attendance policy.
I will ensure my parent(s)/carer(s) understand the conditions of my Bursary Agreement.

I also understand that if I have not read this agreement I cannot use this fact as part of any appeal I might make.

Name:	
Signature:	
Date:	

School: We will support the young person in achieving his/her goals.

Name:	
Signature:	
Date:	

Privacy Notice - How we use your personal information and Why do we collect personal information?

Leigh Academies Trust (LAT) collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an Multi Academies Trust (MAT). LAT is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations.

What personal information does the organisation collect and how long will it be kept for?

LAT collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so.

How is this collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any LAT staff who need access to the data to provide services to students. Where LAT engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at www.leighacademiestrust.org.uk/about-us/lat-policies/

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Bursary Application Form

Name of Student

Level 1 -

Applications for level 1 funding will be dealt with separately. Please make enquiries with the Head of Sixth Form.

Level 2

Students will have to demonstrate that they fit the criteria, please tick one of the boxes and provide the necessary evidence.

Evidence

Evidence of being in receipt of qualifying benefit	
<input type="checkbox"/>	Income Support (IS) – recent, 3 months evidence
<input type="checkbox"/>	Universal Credit – copy of UC entitlement – recent, 3 months showing full amount with deductions. Pages 1 to 5.

Details of the Parent/Carer claiming one of the benefits ticked above

Title (Mr/Mrs/Miss/Ms)				Surname							
Forename				Relationship to Child							
National Insurance No. or Asylum Seekers No.											
Address											
Post Code				Telephone No.							
Email Address											

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Level 2 – Discretionary Bursary

Students will have to demonstrate they have an identifiable need for specific educational purposes. Please tick the boxes and provide some additional narrative to support your application including costs.

Please tick one	Educational Purpose/Financial Need
<input type="checkbox"/>	Cost of Transport Breakdown of Financial Need:
<input type="checkbox"/>	Meals in School Breakdown of Financial Need:
<input type="checkbox"/>	Books and Equipment: Breakdown of Financial Need:
<input type="checkbox"/>	Other – please state purpose Breakdown of Financial Need:

Declaration for Application to Sixth Form Bursary Fund

I declare that the information given on this form is correct.

I understand that the Academy will use the information provided to process a claim funding from the 16-19 Bursary Fund.

Signature: _____

Date: _____

Warning: Under the Theft Act 1968, if you, by deception, dishonestly claim, you are liable to criminal charges.

<p>For Office Use Only:</p> <p>Date Form received:</p> <p>Documents included as evidence:</p> <p>Application Approved Date:</p> <p>Application Agreed By:</p>
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Bursary Bank Details Form

Name of Student	
Address	
Date of Birth	
Bank Name	
Account Name	
Sort Code	
Account Number	
Signature	
Date	