



QUEENS' SCHOOL

Dare to be Great

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16-19 Bursary Fund Policy 2025 - 2026

Date: September 2025
Review date: September 2026

Rationale

This policy exists to provide a framework for supporting our stated aim of developing the full potential of all students in academic, sporting and all other respects whilst promoting a climate which enables all students to flourish, regardless of ability, personal circumstances or special needs, and supports our vision of "daring to be great by pursuing the values of scholarship, tenacity, altruism and respect".

Ethos and Vision: Commitment to Equality and Diversity

Queens' School is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and dare to be great, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an inclusive school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

Purpose

- The key purpose of this policy is to ensure that all students in the Sixth Form are able to access the full range of educational opportunities on offer and that social or economic deprivation does not prevent any young person realising their full potential as determined by prior attainment.
- This fund will be distributed in a manner that provides eligible young people with financial support which directly enables them to access Sixth Form provision in Queens' School. The school will use appropriate discretion and knowledge of each individual student to ensure that funds are carefully targeted and that "best value" is always realised.
- Allocation of support will be dependent on eligible students fulfilling specified criteria concerning attendance and success rates.
- The fund will not be used to fund any activity which is not directly linked to the student's education and will certainly not be used to subsidise other social benefits such as child care allowance.

Eligibility

A student must be aged under 19 on 31st August in the academic year in which they start their programme of study. In general, bursaries will only be paid to students in Year 12 and 13.

- The most vulnerable young people will be eligible for a Bursary at Group 1 of £1200 per annum. The school will need appropriate evidence of all eligible students in this category. This typically might include a letter setting out the benefits to which the young person is entitled and written confirmation of the young person's current or previous looked-after status from the Local Authority or appropriate care service.
- Students who are eligible for support under Group 2 bursaries will likely include those students entitled to free school meals and those where there is evidence of families receiving additional forms of income support.
- In all cases, the Sixth Form Team will use discretion in recommending students for individual financial support. Such recommendations will take into account changing family or other personal circumstances and will be responsive to all needs including those which may only be temporary.

Allocation of Funds

- Students will be asked to apply for either Group 1 – Full Bursary or Group 2 – Discretionary Bursary using application forms. This form will be confidential and it is students will be invited to apply for financial support due to the school's prior knowledge of their personal circumstances
- The application form for the student to complete will clearly outline all expectations on the student, for example,
 - They will have no unauthorised absences during the school day and must maintain an attendance level above 95%
 - They have an acceptable level of behaviour and receive no internal or fixed term exclusion.
 - They have a level of achievement and attitude to learning, including the requirement to meet any coursework or assignment deadlines.
 - Their school report will be positive.
 - They will complete a questionnaire with information on how the bursary funds have helped their studies.
 - Any distribution of funding must be authorised by the Head of 6th Form
- Upon completion of all forms and criteria meet if refund is due all payments will be made by BACS transfer to the student, (see forms appendix A or B)
- In exceptional circumstances, a student may request support for a specific need over and above the 'normal' allowance.
- On reviewing the Bursary Funds in the Spring Term we may be in the position to offer more students to apply under 'The exceptional need' – Students will be advised and invited to complete a form and discuss their claim with the Head of 6th form.
- The allocation of Bursary Funds will be monitored by using the information received by the students on completion of the registration/claim form.
- The Finance Manager will ensure that all centrally received Bursary Funds are dispersed to support eligible young people on roll and are not diverted to other needs. The same "best value" criteria is used as all financial monitoring of the school's activities. The funds will be audited in the same manner as our school accounts.
- Students have a right to challenge any decision about funding levels via The Head of 6th form

Guidelines

Queens' School is free to determine the scale of discretionary bursaries but uses the Guidance from the Education and Skills Funding Agency (ESFA)

<https://www.gov.uk/1619-bursary-fund>

The Bursary Fund has 2 elements, Group 1 and Group 2: -

• GROUP 1 - Full Bursary (for the most vulnerable young learners):

Students could get up to £1,200 if at least one of the following applies:

- Student is in care or a care leaver
- Student is receiving Income Support or Universal Credit because you're financially supporting them self or financially supporting them self and someone who is dependent on them and living with them such as a child or partner.
- Student is receiving Disability Living Allowance (DLA) in their name or Personal Independence Payments in their own right as well as Employment and Support Allowance Or Universal credits in their own right.

• GROUP 2 - Discretionary Bursary

The school will use its discretion to make awards in ways that best fit the needs and circumstances of identified students. These awards will always be targeted to students facing financial barriers to participation such as the costs of transport, books and educational equipment, school meals, 6th form clothing Priority A (Up to £500 per year)

This bursary will be targeted at students whose household income is below £20,000 To show eligibility for this level of funding student must be:

- Currently in receipt of Free school meals entitlement

OR provide:

- Evidence of household income e.g. P60, benefit statement, Universal Credit award statement Priority B (Up to £200 per year)

This bursary will be targeted at students whose annual household income is below £30,000

We may be able to allocate up to £200 towards students who face some financial barrier. Students will be asked to complete an additional application form (Appendix C) to be considered.

To show eligibility for this level of funding you must provide:

- Evidence of household income e.g. P60, benefit statement, Universal Credit award statement or evidence of self-employed income
- Other means tested certification
- Evidence of Free school meal entitlement in the previous 6 years.

Priority C (Up to £100 per year)

This bursary may be available from the Spring Term if there are sufficient funds available. Students will need to discuss their exceptional needs with Head of 6th form

Appendices

APPENDIX A

Student Full Bursary Registration/ Claim form 2025/2026

APPENDIX B

Student Discretionary Registration Form 2025/2026

APPENDIX C

Claim form for GROUP 2 – Discretionary Bursary – Priority A or B which includes additional Registration for 16-19 Bursary

APPENDIX D

Student Discretionary Claim Form 2025/2026

APPENDIX E

16 to 19 Bursary Fund checklist (Guidance from the Education and Skills Funding Agency (ESFA) 2025/26)



Appendix A

16 to19 BURSARY FUND

Student Full Bursary Registration/ Claim form 2025/2026

For students aged under 19 at 31.08.24. If aged 19 or above make claims using Discretionary Bursary

Student Name : _____ Form : _____

Eligibility Criteria (please tick)

I am :

- In care or a care leave
- Receiving Income Support or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner
- Receiving Disability Living Allowance (DLA) in my name or Personal Independence Payments in my own right as well as Employment and Support Allowance Or Universal credits in my own right.

The School must submit a Funding Claim to the SBSS to draw down funding before payments can be made

Full Bursary: up to £1,200 per year can be claimed and will be divided into weekly payments or as agreed by Head of 6th form. Payment will be made by BACS using the details below:

Bank Details :

Your bank sort code : ____ ____ / ____ ____ / ____ ____ Your account number :

Your account name:

The awarding of the Bursary is subject to certain criteria and by making this claim you confirm that:

- you will have no unauthorised absences during the school day and must maintain an attendance level above 95%
- you will show an acceptable level of behaviour and receive no internal or fixed term exclusion;
- there must be a level of achievement and attitude to learning, including the requirement to meet any coursework or assignment deadlines;
- your school report must be positive;
- you will complete a questionnaire with information on how the bursary funds have helped your studies.

I confirm that should I not meet the criteria above I agree to refund any bursary already paid to me and I revoke the right to further funds.

Signed :

Student Date :

Signed :

Head of Sixth form Date :

The completed claim together with criteria evidence should then be given to the accounts department who will process your claim and if eligible you will receive payment via BACS



Appendix B

16 to19 BURSARY FUND

Student Discretionary Registration Form 2025/2026

Name _____ Form _____ Date of Birth _____

Address _____

Postcode _____

Email _____

The awarding of the Bursary is subject to certain criteria and by making this claim you confirm that:

- you will show an acceptable level of behaviour and receive no internal or fixed term exclusion;
- there must be a level of achievement and attitude to learning, including the requirement to meet any coursework or assignment deadlines;
- your school report must be positive;
- you will complete a questionnaire with information on how the bursary funds have helped your studies.
- you agree to refund any bursary already paid to you and you revoke the right to further funds should you not meet the criteria below.

Eligibility Criteria (please tick):

PRIORITY A: This bursary will be targeted at students whose household income is below £20,000

• I am currently in receipt of Free School Meals – entitlement - complete bank details and sign form

• Evidence of household income e.g. P60, benefit statement, Universal Credit award statement or evidence of self-employed income. Appendix C must also be completed and attached.

PRIORITY B: This bursary will be targeted at students whose household income is below £30,000 - Appendix C must also be completed and attached.

• Evidence of household income e.g. P60, benefit statement, Universal Credit Award Statement or evidence of self-employed income - Appendix C must be completed and attached.

• Free school meal entitlement in the previous 6 years - Appendix C must be completed and attached.

PRIORITY C: Will be advertised in 6th form - This bursary may be available from the Spring Term if there are sufficient funds available.

- Meet exceptional needs and discussed with the Head of 6th form

YOUR BANK DETAIL:	
Sort code: / /	Account number:
Account Name:	

Signed: _____ Student Date: _____

Signed: _____ Head of 6th Form Date: _____

Once completed and attaching Appendix C (if required) and with criteria evidence (if required) please hand into the accounts department. You will be CONTACTED if eligible AND SENT/GIVEN a claim form.



Appendix C

To complete if applying for Discretionary Bursary: PRIORITY A (other than free school meals) or PRIORITY B

For your application to be considered please complete all details in full.

Name _____ Form _____ Date of Birth _____

Address _____

_____ Postcode _____

Course Details Full details of course being studied including subjects:

■ Is the parent/carer that you live with in receipt of the following?

☞ Universal Credit – please attach copies of 3 most recently months of award statements

☞ other benefits please list below and attach recent statement as evidence

☞ Household income is below £20,000 OR ☞ Household income is below £30,000

☞ Copy of latest P60 - attached

If the parent/carer that you live with is self-employed, please ask them to provide:

☞ Copy of latest SA302 form

Declaration

I am/We are applying for Priority A or B funding.

I / We declare that the information given above is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be false.

I / We will inform the school immediately of any changes to my / our financial circumstances.

I / We agree to the conditions set by the school regarding attendance, punctuality, behaviour and standard of work.

Student signature: _____ Dated: _____

Parent / Carer signature: _____ Dated: _____

Parent/Carer name in capitals: _____

Telephone Number: _____ Email address: _____

If bursary claim is accepted all payments will be made by bank transfer to the Student.



Appendix D

16 to19 BURSARY FUND

Student Discretionary Claim Form 2025/2026

Please complete this form when you have had confirmation that a Discretionary Bursary has been considered and Appendix C has been completed if required

Name _____ Form _____

Date of claim _____ Student Signed _____

Has your bank details changed Yes/No – if yes please see accounts

Payment will be made by BACS using your bank details on your completed Registration form Appendix B and once the receipts listed below are checked.

Please give breakdown details of claim below:

	Brief Details	Total amounts	Receipts attached	Receipts emailed to: accounts@Queens.herts.sch.uk
Transport to & from school:		£		
Books:		£		
Educational equipment:		£		
6 th form clothing:		£		
Other:		£		
TOTAL of claim:		£		

- You are required to complete this form for each claim and a direct bank payment will be made directly to you and we will endeavour to do this as soon as possible.
- You will be informed when your fund allocation has been spent.

- In exceptional circumstance, we may be able to financial support a student above the ‘normal’ allowance.



Appendix E

16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
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Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.