



Education House, Spawd Bone Lane,  
Knottingley, WF11 0EP  
T: 0345 196 0033  
E: [info@deltatrust.org.uk](mailto:info@deltatrust.org.uk)  
W: [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

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# POST 16 BURSARY POLICY

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### **1.0 Purpose of the Bursary**

The 16-19 Bursary Fund exists to help students to continue in education where they would otherwise be prohibited from doing so on financial grounds.

The bursary is intended to enable a learner to continue in education and should not be viewed as an incentive to attract young people into learning or to a particular institution. Bursary awards will be used towards essential course related expenses and other costs associated with living and learning.

***NB: There is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students with the lowest household income and/or with the highest demonstrated need.***

## **2.0 16 — 19 Bursary Structure**

Delta Academies Trust will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood.
- assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund; and  used to widen access to, and participation in, post-16 education.

The 16-19 Bursary Fund has two elements:

### ***Vulnerable Groups Bursary of upto £1200 per year for:***

- Young people in care
- Care leavers
- Young people in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

### ***Discretionary Bursary***

Distribution of this element of the funding is at the discretion of Delta Academies Trust and will be targeted towards young people facing the greatest financial barriers to participation. **Bursary funding is subject to funds available.**

### 3.0 Eligibility criteria

To be eligible to receive a bursary a young person must be aged under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study (where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner). In general, bursaries will be paid only to young people who have reached the statutory school leaving age.

Both elements of the new bursary (Vulnerable Groups Bursary and Discretionary Bursary) will be targeted towards learners facing financial barriers to participation in post-16 studies with priority given to those learners from the families with the lowest household income.

Category A Learner	Category B Learner	Category C Learner
<p>Up to £1200 guaranteed bursary to Vulnerable learners in the following groups:</p> <ul style="list-style-type: none"> <li>• In Care</li> <li>• Care Leavers</li> <li>• In receipt of Income Support</li> <li>• Disabled students in receipt of</li> <li>• Disability Living Allowance</li> <li>• AND Employment Support</li> </ul>	<p>Students whose annual household income is below £20,000</p> <p>This may be given in two forms — "in kind" looking at travel and course needs or as a monthly payment (this payment will be subject to appropriate attendance and behaviour criteria).</p> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Course needs</li> <li>• Any other</li> </ul>	<p>Students facing extreme financial barriers whose annual household income is between £20,001 - £24,999</p> <p>This may be given in two forms — "in kind" looking at travel and course needs or as a weekly payment (this payment will be subject to appropriate attendance and behaviour criteria).</p> <p><b>Final say is with the discretion of the academy.</b></p>
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As a limited amount of funding is available, funding must be allocated to applicants from Category A initially, followed by Category B, then Category C and is subject to funds available at all stages.

#### **4.0 Use of Bursary Funds**

For eligible learners, bursaries can be used to help pay for the costs related to participation and can be in-kind or monetary. Where possible the academy should purchase the items for the student or allocate vouchers for them to use. Issuing of money must only be used as a final resort.

Delta Academies Trust commented that the following activity would support the participation of vulnerable groups and those facing financial hardship:

- Personal Protective Equipment (PPE), where required and not supplied by the provider.
- Travel to and from school or placements (outside of Garforth)
- Materials including stationary and educational resources.
- Textbooks – to be purchased by the school.
- Disclosure and Barring Service (DBS) checks, for young people on care courses.
- Fee/travel to University open day visits – for students only.
- School field visits where these relate directly to the course – subject to funds available.
- Professional membership fees where these relate directly to the course.
- Sport Activities where these relate directly to the course.
- Technology – use of a laptop and/or internet access for the duration of the student's time in the Sixth Form. Other technologies can be considered, as appropriate to the learning needs. Students must sign a user agreement before any technology will be allocated. All equipment must be return to the academy in July of their final year in the Sixth Form. Please speak to a member of the 6<sup>th</sup> form admin team.

#### **5.0 Application Process**

For all categories a Bursary Application Form is required. This should be submitted by the young person, within 4 weeks of starting Sixth Form. If circumstances change funds can be arrange, please speak to a member of the 6<sup>th</sup> form admin team.

Where a learner considers that they are a Category A learner (i.e. Vulnerable Group Bursary), appropriate evidence must be supplied. Please contact your 6<sup>th</sup> form admin team/

For learners applying for a Bursary under Category B & C (i.e. Discretionary Bursary), a Bursary Application Form will need to be completed stating what you need financial assistance with. The application process for all discretionary elements will assess financial status initially. If the young person meets the financial criteria then their specific request for support will be considered.

**6.0 Data Storage and Disposal**

In accordance with the Personal data retention policy, personal information collected through the bursary financial assessment and the bursary application forms will be used solely for the purpose of determining eligibility for the 16-19 Bursary Fund. This data will be destroyed in agreement with Delta Academies Trust Personal data retention policy.

**7.0 Contingency**

A small amount of funding will be retained for use as a contingency fund to support eligible learners who may experience unexpected financial hardship in unforeseen circumstances.

**8.0 Appeals process**

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the Delta Academies Trust complaints procedure.

**9.0 Policy Review**

This policy will be reviewed annually in the Summer Term and amended accordingly taking account of any advice and guidance from the Education & Skills Funding Agency (ESFA).

