



Caldew School Post 16 Bursary Policy

Reviewed under Finance and Resources Committee

Reviewed annually

Last adopted: July 2025

Next review: July 2026

School Mission Statement: “To enable all students to learn to their full potential in a safe and caring environment.”

This policy sets out how the Post 16 Bursary Fund will be used to enable post-16 students to learn to their full potential by assisting on eligibility to break down barriers to learning.

Background

Caldew School as a provider of Sixth Form education is responsible for the distribution of the devolved Post 16 Bursary fund as delegated to it by the Department for Education. This fund is based on the estimated number of students in receipt of Free School Meals (FSM), Ever6 FSM, Children Looked After (CLAs) and a weighted factor based upon the deprivation index determined by the catchment area the school serves.

The school is required by statute to have a policy detailing how it will distribute the funds and criteria by which this is done.

The Bursary is aimed at students in Y12 or Y13 and is available to each sixth form intake for the duration of the period of one year dependent on continued government funding.

Principles and Aim

The Bursary Fund is intended to aid students who would otherwise experience barriers to their continued participation in education. Caldew students who live mainly in rural areas come from a catchment area covering over 200 square miles and as such face many unique challenges. It is the school’s aim to use the allocated funds each year to promote engagement and participation amongst post 16 learners within this diverse catchment area.

Support for students to access 6th Form Provision

Barriers to accessing 6th form provision can depend on individual circumstance. The school application form for bursary assistance for those eligible, itemises some of the areas students may encounter. This list is not exhaustive and other barriers can be discussed on application.

The Governing body of Caldew School has determined that, as many students do not live in areas serviced by bus routes which give them access to post 16 provision at the school, or within a reasonable distance, that the biggest barrier to participation is transportation. The school itself is serviced by specific bus routes that transport the majority of the 11-16 students to the school. Post 16 students are not entitled to free transport on these routes.

Direct Support for students in need

Students who fall into the vulnerable group category can apply for a bursary. These students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Students will be awarded the amount of support they need to participate based on an assessment of the types of costs they have.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on study programme that lasts for 30 weeks or more if they need that amount of support. Students on study programmes of less than 30 weeks should be paid a pro-rata amount.

In addition, students in the following groups can apply to the school to receive a discretionary bursary:

FSM students – Students who are eligible for Free School Meals will be entitled to up to an £800 bursary each year. Through the Local Authorities transport teams, they should in addition be able to claim for free transportation to school. The funds should be used by the student to buy essential equipment that they may need. FSM eligibility is assessed by Local Authority Children's Services and the school will be notified by them of a student's entitlement. The decision about how much bursary they receive will depend on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme. A review of the application form submitted will be made in order for decisions to be made on allocation and amount funded in each individual's case.

Other students – All other students attending the school's sixth form will not be entitled to a direct bursary award. The remaining fund will be used to procure direct resources for the 6th form at the discretion of the Head teacher.

Conditions for Receipt of Bursary

Please note that all applications will be scrutinised for accuracy and where applicable, supporting original documentation will be required. On signing the declaration, students and parents are agreeing to the conditions of the bursary payment including:

- Behaviour and attitude to learning must meet expectations,
- Attendance remains above 90%
- Completion of my course.

16-19 Bursary Application Form

Part 1: Student Details		
Forename		
Middle Name		
Surname		
Date of Birth		
Age on 31 August 2024		
Home Address		
Postcode		
Telephone	Home	Mobile
Email Address		
Part 2: Parent/Carer Contact Details		
Title		
Forename		
Surname		
Relationship		
Address (if different)		
Postcode		
Telephone	Home	Mobile
Email Address		
Part 3: Household Details – please state who you live with and their relationship to you		
Name	Relationship to you e.g. mother, father, brother, sister, carer, partner etc	Age if under 19

Part 4: Eligibility & Evidence	
If any of the following circumstances apply to you, please tick the appropriate box:	
1. Vulnerable Bursary	Evidence Attached (circle)
<ul style="list-style-type: none"> You are in care You are a care leaver Are in receipt of Income Support or Universal Credit in your own name In receipt of both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payments in your own name 	Yes / No
	Yes / No
	Yes / No
	Yes / No

2. Discretionary Bursary	Evidence Attached (circle)
• Gross household income of below £35,000	Yes / No
• Eligible for Free School Meals in Year 11	Yes / No
• Exceptional Circumstances (please specify)	Yes / No

Please indicate the help you require by ticking all boxes that apply:

<ul style="list-style-type: none"> • School meals • Cost of transport to and from school • Books and educational resources • Help with educational trips and visits • Cost of attending university interviews or open days • Help with educational trips and visits • Childcare costs for young parents in receipt of Care to Learn • Any other educational expenses (please specify)

Part 5: Authorisation by Head of Sixth Form

Comment on attendance, behaviour, attitude and attainment:

Signature:

Date:

Part 6: Declaration

I declare that I have been a resident of the UK for at least 3 years and the information provided is correct. I understand Caldew School has the right to reclaim the bursary if I am found to have provided incorrect information, my behaviour and attitude to learning falls below expectations, attendance falls below 90% or I do not complete my course.

Signature of parent/carer:

Signature of student:

Date:

16 to 19 Bursary Fund Checklist (to be completed by Finance Office)

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

Eligibility: All Bursaries (tick box below)

	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 (tick box below)

	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 (tick box below)

	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. No student should automatically receive £800.
	Assessment of student's actual financial needs carried out.
	Support award 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.