

Reepham College: 16 – 19 Bursary and Discretionary Fund Policy 2025 - 2026

Purpose: The 16 – 19 Bursary is designed to assist students who face significant barriers to participating in education and comply with the eligibility conditions and funding rules set out according to the Education Funding Agency.

16 – 19 Bursary Applications

Eligibility: To receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study and must satisfy EFA residency criteria.

Bursaries will be allocated, **subject to available funds and assessed need**, based upon the following criteria:

Vulnerable Person Bursary:

A Young Person in Care; A Care Leaver; a young person in receipt of Income Support or Universal Credit, a young person in receipt of 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.

Discretionary Bursary:

Level One:

Students whose household income is less than £32,000. Evidence of household income will be required.

Level Two:

Students who have previously been eligible for free school meals.
Distance to travel to the institution.
Number of dependent children in the household.
Participation needs of the student.
Other extenuating circumstances that we are advised of.

Payments:

Vulnerable Person Bursary: Students who meet the criteria for a bursary for vulnerable groups may be eligible for a bursary of up to £1200. Financial needs assessment will be carried out and there is a possibility of no award, or of a limited award.

Discretionary Bursary (Level One): Calculated according to the availability of funds divided by the number of eligible applicants by the September closing date.

Discretionary Bursary (Level Two): Calculated according to student need and remaining funds available.

Discretionary Fund Payment System:

Reepham College will operate a discretionary payment system to help students with the cost of travel, to buy essential books, equipment or items the student would otherwise need to pay for in order to participate, including university open days, interviews and applications and educational visits. In most cases, no money will be given directly to students; payments or purchases will be made on their behalf. Graphical calculators, laptops and digital cameras are available to loan from the College.

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Eligibility: will be determined via formal application and will provide for students with identifiable financial need. All decisions will be based 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, and the requirements of their programme of study. Each claim will be assessed separately and funds may be awarded on either a match funded or full cost basis.

Essential Evidence requirement:: Household income: P60 or 3 to 6 months' worth of bank statements (as evidence of self-employment income), three most recent monthly Universal Credit award notices must be provided to the College office along with the completed application form.

Application Process and Payments

Applications Deadline Date: 19th September 2025

Bursary Fund applications are to be submitted to Mrs Chris Durban, Business Manager by the 19th September 2025, **along with the required evidence.**

In Year Applications Date: As required subject to funds being available

Reepham College will process the information and will advise you, in writing, of the outcome.

All eligible bursary payments will be subject to the conditions laid down in the Student Admission Form / Learning Contract, including attendance, behaviour, and completion of all assigned work to deadlines and respecting the ethos of the College.

Once entitlement is approved a letter of confirmation will be issued.

In year applications can also be made where a change of circumstances impacts household income / a student's circumstances.

Security of personal information: All applications will be made through the College Office. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

Internal Appeals Process: Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund. Appeals should be made to Mr J Croucher (Head of School) in the first instance. If a further appeal is to be requested then this will be heard by a Governor's sub-committee of 2 members including: a school governor and a neutral member of staff.

Fraud: Parent/Carer and student must confirm that all information provided is true and must notify Reepham College should any circumstances change. The bursary will be provided on the basis that certain conditions set by the College will be adhered to. Parents and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

This policy was updated in September 2025 and will be reviewed annually.