



Our Vision
RESPONSIBILITY
RESPECT
RESILIENCE

**A shining light in our
community**

You are the light of the world. A
city on a hill cannot be hidden.
- Matthew 5:14b

Bursary Policy

Approved by:	RMC	Date: December 2025
Last reviewed on:	December 2025	
Next review due by:	December 2027	
Related Documents		
Guidance		
Author	Terry Morton (Finance Director)	

1. Policy Statement

The academy is committed to supporting students facing financial barriers to participation in education.

This policy aligns with the DfE 16–19 Bursary Fund guidance (2025–26) and applies to all eligible learners.

2. Purpose of the Fund

To provide financial assistance for essential participation costs, such as:

Travel to and from school/college.

Books, equipment, and specialist clothing.

Course-related trips or industry placements.

Not permitted: Living costs, extra-curricular activities, counselling or mentoring services.

3. Types of Bursaries

Vulnerable Group Bursary

For students who are:

In care or care leavers.

Receiving Income Support or Universal Credit in their own right.

Receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) plus Employment and Support Allowance (ESA) or UC.

Awards up to £1,200 per year, based on actual need.

Discretionary Bursary

For students facing financial hardship, assessed individually.

Priority given to those with household income below £26,000 or in receipt of Free School Meals.

4. Eligibility Criteria

Aged 16–18 on 31 August 2025 (or 19+ continuers/EHCP holders for discretionary bursary).

Meet residency requirements under ESFA funding rules.

5. Application Process

Complete the Bursary Application Form with supporting evidence:

Proof of eligibility (care status, benefits).

Evidence of actual costs (dated within last 3 months).

Applications assessed individually; awards based on verified need.

6. Awarding & Payment

No blanket or automatic awards.

Support may be provided in-kind (e.g., travel passes, equipment) or as direct payments where appropriate.

Students must sign an agreement confirming:

Use of funds for educational purposes.

Compliance with attendance and behaviour expectations.

7. Audit & Record-Keeping

Maintain records of applications, evidence, and payments for 6 years.

Ensure segregation of duties in processing bursary claims.

8. Appeals

Students may appeal decisions in writing to the principal; outcome is final.

9. Monitoring & Review

Policy reviewed annually in line with DfE updates.

Termly compliance checks reported to governors.

Key Compliance Points

Submit vulnerable group bursary claims directly to DfE (SBSS portal retired).

Assess actual need before awarding funds.

Publish this policy on the academy website for transparency.