SUTTON GRAMMAR SCHOOL

16-19 Bursary Policy

2026-2027

Information for Students, parents/carers and staff

1.0 Overview of the 16-19 Bursary Fund

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are two types of 16-19 bursaries:

- A **Vulnerable Bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups
- **Discretionary Bursary** is available to all students in our sixth form and the fund is awarded to students who meet the School's eligibility criteria as set out in this policy. The eligible student can apply to use their bursary award to meet the need to cover the cost of travel, books, equipment. The student can make a request to the School, for consideration, if the request is required to meet their educational needs staying within the ESFA guidelines.

Sutton Grammar School (the 'Trust') is responsible for managing both types of bursary.

Funding is provided by the Education & Skills Funding Agency (ESFA) and the School is regulated by the ESFA in the administration of these benefits. The 16-19 Bursary Fund Guide:, 202 to 2027 academic year sets out the guidelines for institutions and can be found here: **https://www.gov.uk/government/publications/16-to-19-bursary-fund-provider-guide/16-to-19-bursary-fund-guide-2026-to-2027**

2.0 Eligibility Criteria: bursaries for Vulnerable Students

I. **Age** - A student must be aged 16 or over but under 19 at 31 August 2026 to be eligible for help from the bursary fund in the 2026-27academic year. Students aged 19 or over may be eligible for a discretionary bursary where they have an Education, Health and Care Plan (EHCP) or are continuing the same programme of study that they began whilst aged 16 to 18. Students aged 19 or over are not eligible for the defined vulnerable group bursary.

II. **Residency** - Students must have the legal right to be resident in the United Kingdom at the start of their study.

III. **Defined vulnerable group** are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

IV. **Evidence of eligibility** –

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- For students in receipt of IS or UC, a copy of their IS or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on.
- For students receiving UC/ESA and Disability Living Allowance (DLA) and Personal Independence Payments (PIP), a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

We may decide that although a student may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their

financial needs are already met and/or because they have no relevant costs. We may refuse a student's application on this basis.

Awards will be based on assessed financial need and evidenced participation costs. Sutton Grammar School will not make automatic or standard awards which are not supported by evidence of actual expenditure.

A new application for the 16-19 Bursary Fund must be submitted at the start of Year 12. Thereafter, students will be required to complete an annual declaration, countersigned by a parent/carer, confirming that there have been no changes in circumstances that may affect their eligibility for bursary support. The School reserves the right to request appropriate evidence time to verify the information provided and ongoing eligibility for bursary funding.

2.1 Eligibility Criteria: Discretionary Bursaries

I. **Age** - A student must be aged 16 or over but under 19 at 31 August 2024 to be eligible for help from the bursary fund in the 2026-27 academic year.
II. **Residency** - Students must have the legal right to be resident in the United Kingdom at the start of their study.
III. **Gross Household income** –
- Band 1 gross household income is less than £16,190 per annum. The parents are in receipt of benefits and the student is entitled to free school meals.
- Band 2 gross household income is more than £16,190 – less than £20,817
- Band 3 is more than £20,817 less than £25,521

IV. **Evidence of eligibility** – Please see appendix 1. 16 – 19 Bursary Fund Overview
V. **Financial need** – Students will need to provide a list of each item they will require financial assistance which the school will consider. The student will need to explain why they need the items which will enable them to attend Sixth Form and participate in their studies. Funding will be considered for:
- Uniform to meet the Sixth Form dress code
- Fees for university entrance tests, such as BioMedical Admissions Test (BMAT) and similar entrance tests
- Textbooks
- Specialist equipment such as graphical calculator, scientific calculator or the loan of a laptop/Chromebook
- Trips / visits that are essential to the student's course subject.
- Travel to and from Sixth Form which will dependant on:

- The distance the student lives from the Sixth Form.
- The statutory transport duty local authorities have. Each local authority must publish an annual transport statement that sets out the arrangements they will make to facilitate participation in education for students aged 16 – 19.

The bursary fund is not intended to provide learning support, counselling or mentoring, or to support extra-curricular activities where it is not an essential part of the student's studies.

A new application will need to be made for each academic year for the 16 – 19 Bursary Fund.

3.0 Conditions

Students must also satisfy the following conditions, at the discretion of the School:

- The student must be up-to-date with all work commitments;
- The student must not have broken the terms of the Sixth Form Agreement/Contract.
- The School may review a bursary award where attendance, punctuality, conduct or engagement raise concerns. Decisions regarding suspension, reduction or withdrawal of support will take account of individual circumstances, including illness, disability and other mitigating factors.

- Students must inform the Headmaster in writing of any changes to their personal or financial circumstances.

4.0 Specific Educational Purposes

The purpose of the 16-19 Bursary is to address financial difficulties in accessing education in the Sixth Form. **Applicants must specify on their Application Forms what they want to use the bursary funding for.** Examples include:

- Essential books and equipment relevant to the courses being studied and not already provided
- Educational trips relevant to the curriculum being studied.
- Transport costs (i.e. getting to school)
- Costs of clothing to meet the Sixth Form dress code and/or specialist clothing
  - Fees for university entrance tests, such as UCAT (University Clinical Aptitude Test)
  - and similar entrance tests
- Fees for outside agency practice interviews for university
- Meals
- Travel to university open days, or similar events

Students must retain copies of receipts to evidence the proper use of bursary funds in accordance with the specific educational purposes. (Spot checks may be undertaken by members of the Trust/school staff from time-to-time.

5.0 Application Process

5.1 Timing

Students should apply for a 16-19 Bursary as soon as possible after admission in September. The deadline (autumn term) for receipt of applications is 1st October and the Bursary Panel will aim to sit as soon as possible thereafter.

Applications received later in the academic year will be reviewed subsequently, and subject to remaining funds being available. The 16-19 Bursary is funded every year via the Education Funding Agency. Once the funding has been allocated during the year, the School will not be able to make any further grants until new funding is received in the new academic year.

5.2 Application Forms & Supporting Documentation

Applicants should complete the 16-19 Bursary Application Forms. The Application Form comprises 3 sections that are required for every application:

(1) Learner Information

(2) Level of Funding Sought
(3) Parent/Carer Information

5.3 Supporting Documentation

Supporting documentation must be provided to establish financial need, as set out in the Application Forms. Students and parents/carers are required to sign the declaration 1 & 4 when a Level 2 Bursary is applied for and should be aware that if false or incomplete information is submitted, or if they do not tell us about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution and we will seek to recover any payments for which the student is not eligible.

5.4 Submitting the Application Form & Supporting Documentation

Forms should be submitted to the **Finance Office.**

5.5 Decision

The Bursary Panel will review all applications and determine the eligibility (or otherwise) of applications and the Level of any award to be made. Students will be notified as soon as possible.

5.6 **Payment Methods**

Sutton Grammar school trust will provide support in kind where appropriate. Support may be provided through:

- reimbursement of costs
- direct payments
- purchased goods or services
- travel passes
- loan equipment
- meal support

as determined by the School.

6.0 Bursary Panel

The Bursary Panel is responsible for deciding who receives the awards based on the criteria outlined. The Panel is established by the Headmaster, and will comprise at least 3 of the

following (plus Finance Support Staff):

- Headteacher
- Senior Deputy Headteacher (Pastoral)
- Head of Sixth Form
- DFO
- Member of the Pastoral Team

6.1 Appeals

Appeals relating to any 16-19 Bursary matters should be made to the Bursary Panel and addressed to the Headmaster in the first instance.Further appeals should be made using the Trust Complaints Policy (available from the school website).

6.2 Exceptional Circumstances

The Trust and the Schools recognise that they cannot cover every eventuality in this procedure. Therefore, in exceptional circumstances, parents/carers may apply in writing to the Headmaster for a discretionary bursary, outlining the specific circumstances with supporting documentation. In exceptional cases of immediate financial hardship, the School may provide temporary assistance with meals or travel costs pending completion of a full bursary assessment. A decision will be taken by the Bursary Panel, at the sole discretion of the School and will be dependent on funds being available.

How we handle your data

Please see appendix 2. Privacy Notice Applying for a 16-19 Bursary.

Reviewed September 2026

Policy for review annually.

Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILTY CRITERIA	DOCUMENTATIONS REQUIRED
High Priority For defined vulnerable groups	The defined vulnerable groups are students 16 – 19 who are in: ● In care or a care leaver ● Receiving income support or universal credit in their own name as they financially support themselves. ● Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA) ● Entitled to targeted Free School Meals In some cases a student may meet the eligibility criteria for the defined vulnerable group, however, they are not in need of the financial support or may not have any relevant costs.	● In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority. ● Copy of Income Support or Universal Credit notice in the student's name from the DWP must be provided. ● A copy of DLA or PIP or ESA must be provided. ● LGFL checks
Medium Priority Discretionary Bursary Fund - Band 1	For students aged 16 – 19 Have a gross household income less than £16,190 Or are entitled to extended Free School Meals	Evidence of household income such as: ● P60 AND last 3 months' payslips ● Self-employment income evidence ● Benefit award notice from DWP dated in the last 6 months. Older notices accepted **if** accompanied with recent bank statements naming benefit received ● Working Tax Credit/Child Tax Credit award notice ● Universal – 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter ● LGFL checks
Low Priority Discretionary Bursary Fund – Band 2	For students aged 16 – 19 Have a gross household income more than £16,190 and less than £25,500	Evidence of household income such as: ● P60 AND last 3 months' payslips ● Self-employment income evidence

Lower Priority Discretionary Bursary Fund - Band 3	For students 16 – 19 Have a gross household income more than £25,500 and less than £32,500	● Benefit award notice from DWP dated in the last 6 months. Older notices accepted **if** accompanied with recent bank statements naming benefit received ● Working Tax Credit/Child Tax Credit award notice ● Universal – 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter

Students may submit an in year application form if their personal circumstances changes, however, this will be subject to what bursary funds are left.

Appendix 2. Privacy Notice applying for a 16-19 Bursary Award

This document gives you detailed information about how we use your personal data and complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Your privacy is critically important to us. We follow a few fundamental principles as to how we use data:

- We ask you to provide only the minimum information needed for us to assess your bursary application. Without this information we are unable to make an assessment of your situation to decide whether you qualify for a bursary award or not.
- We carefully consider the ways that we use and store your personal information.
- We share your data only if or when we need to.
- We take steps to ensure that the organisations with whom we share your information, if any, understand that your privacy is critically important.
- We aim to store personal information for six years from the time your son/daughter leaves our Sixth Form.
- We believe in full transparency on how we gather, use, and share your personal information.
- We never sell your personal data to anyone.

If you wish to be considered for a 16-19 bursary award, then you must submit the necessary information to us using the form provided. This is so that we may undertake an assessment. The legal basis for processing your data is by consent; as you have chosen to apply for the award, you provide your data freely so that we may make an assessment about your suitability for a bursary award.

You may like to read this privacy notice in conjunction with the Pupil Privacy Notice available from the SUTTON GRAMMAR SCHOOL TRUST website Policies section, which provides full information about all of the ways and reasons that SUTTON GRAMMAR SCHOOL TRUST uses and shares personal data of pupils, as well as information about your privacy rights.

Where is my data stored?

Your data will be stored on our systems which includes Cloud based storage from Google as well as local network drives provided by London Grid for Learning. Our IT staff work to ensure these systems are as secure and protected as possible to ensure the privacy of all data held.

All our data are stored on our system and only accessible to the Finance Officer at SUTTON GRAMMAR SCHOOL TRUST and to the Folio Finance team. All hard copies are securely stored away accessible only to the Finance Officer at SUTTON GRAMMAR SCHOOL TRUST.

How can I see what data you hold about me?

You have a right to access personal information that we hold about you and can do this by contacting the school office or our Data Protection Officer.

clerk@suttongrammar.sutton.sch.uk

For how long do you store data about me?

We are required to retain hard copies and scanned copies of documentation for 6 years including records electronically kept on our systems. At the end of the retention period all electronic files are deleted. SUTTON GRAMMAR SCHOOL TRUST hires the service of a certified company who collect the confidential copies to securely shred.

What rights do I have regarding my personal data?

- The right to be informed about how your data is used and why. This is the objective of this notice.
- The right of access to see what data is held about you.
- The right to rectification of incorrect or incomplete data held about you.
- The right to erase data if there is no compelling reason for it to be held.
- The right to restrict processing of your data where there is an unresolved dispute about the data.
- The right to object to your data being processed due to your particular situation, if there is no compelling legitimate reason for your data to be processed.
- Rights in relation to automated decision making and profiling.

How do I exercise my rights or make a complaint?

Please contact our Data Protection Officer if you wish to exercise your rights or wish to make a complaint about data-handling. You may also approach the Information Commissioner's Office (ico.org.uk) with your concern.