



Christ the King
Catholic Voluntary Academy

16-19 Bursary Policy

2025-2026

Last Review: October 2025



Academic Year 2025-26

1. BACKGROUND

In March 2011 the Government announced a new 16-19 Bursary Fund to support the most vulnerable young people to participate in and benefit from Post 16 education and training, following the closure of the EMA (Education Maintenance Allowance) Scheme. The guidance is updated annually by the DfE. The funding is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. This Fund has been allocated to individual providers of Post 16 education for the following purposes:

1.1 Guaranteed Bursary

Bursaries of up to £1,200 to all young people in the nominated vulnerable groups (i.e. In care, care leavers, in receipt of income support).

1.2 Discretionary Bursary

The Bursary award should be targeted towards young people facing financial barriers to participation, such as the costs of transport, books and equipment.

2. COMMUNICATION

Full details of the 16-19 Bursary Fund will be made available to all Post 16 and prospective Post 16 students via publication in the 6th Form Prospectus, on the school website, newsletters and directly to individual students and prospective students through the application process.

3. ELIGIBILITY

To be eligible to receive a bursary the young person must be over 16 on 1st September and under 19 on 31st 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 exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme.

Young people must satisfy the residency criteria in the document EFA Funding Guidance for the Academic Year . 2025-26. All young people in the sixth form at Christ The King Academy are enrolled on courses that are subject to inspection by a public body that assures quality (Ofsted) and is funded by the EFA or the European Social Fund or otherwise publicly funded and lead to a qualification that is accredited by Ofqual or is pursuant to Section 96 of the Learning & Skills Act 2000, therefore participate in the appropriate level of provision.



3.1 Vulnerable young people

The most vulnerable young people will be eligible for a bursary of up to £1,200

This group covers young people who are looked after, care leavers, those in receipt of income support or Universal Credit and disabled young people in receipt of both Employment Support Allowance/ Universal Credit and Disability Living Allowance/ Personal Independence Payments. Please note: This does not refer to young people whose parents/carers are in receipt of income support.

Christ the King Academy is responsible for identifying young people who are eligible for this payment and will seek appropriate evidence to support each claim. Students need to follow the application process so that their application can be considered.

Supporting evidence will be:

- **Letter from Job Centre Plus setting out the benefit to which the young person is entitled;**
- **Written confirmation from the Local Authority for the young person's current or previous looked after status.**
- **Written evidence of any of the relevant above: Employment Support Allowance, Universal Credit, Disability Living Allowance and/or Personal Independence Payments.**

Payments from the guaranteed bursary will be made in kind by the purchase of goods/services by the academy on behalf of the individual. Such goods/services will include items to enable access to study such as bus pass, books and equipment, school trips, etc. No cash payments will be made.

The allowance is subject to the young person meeting the qualifying conditions as detailed in Section 5.

In cases where a residential trip linked to a course of study needs to be paid in advance, qualifying students will be allowed to draw forward their allowance in order to cover the cost.

3.2 Discretionary Bursaries

Discretionary bursaries up to and including £1200 may be paid to students who meet any of the below criteria. The allowance is subject to the young person meeting the qualifying conditions as detailed in Section 5.



Payments of discretionary bursaries will be made in kind by the purchase of goods/services by the academy on behalf of the individual. Such goods/services will include items to enable access to study such as bus pass, books and equipment, school trips, etc. No cash payments will be made.

To allocate the fund The Christ the King Sixth has adopted the following criteria:

- Young people who are eligible to receive and receive a Free School Meal.
- Young people whose household income is below £30,000 per annum;
- Young people who have been affected by a sudden, exceptional change in financial circumstances.

Proof of evidence will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP
- P60 (additional evidence will also be required) e.g Child Tax Credits/Working Tax Credits
- Self-employment Income evidence
- Other means tested certification

Any change in financial circumstances that will affect the young person's entitlement to Free School Meals must be notified to the academy. Where entitlement ceases, entitlement to the discretionary bursary will also cease and allowance given pro-rata for the number of eligible weeks.

4. PROCESS FOR APPLICATION

Applications for an award of a bursary should be made using the application form available from the Finance office or the Head of Sixth Form.

All applications should be supported by appropriate evidence of eligibility.

Details of all successful applications will be passed to the Finance Department, together with level, timing and conditions of the bursary awarded.



Applications will be notified as to whether their application has been successful within five working days. If a young person feels aggrieved about how their application has been handled, they should ask for the decision to be reviewed by the Trust Operations Director. Following this, if still unsatisfied, an individual may write a letter of appeal to the governing body.

5. QUALIFYING CONDITIONS

Once eligibility has been established, the young person will be expected to comply with the following conditions in order to qualify for payment:

- Attendance at all lessons the previous term at 95%.
- Attitude to Learning Report Grades must be on average a 2 or above.
- Good punctuality to form and lessons.
- Behaviour meets the expectations of the Sixth Form

The discretionary allowance may be withdrawn if any of the above is not satisfactory, at the discretion of the Head of Sixth Form.

6. RETAINED CONTINGENCY

The academy will retain a contingency to cover the cost of bursaries awarded throughout the academic year due to changes in the financial or domestic circumstances of individual students. This contingency will be reviewed at the end of the academic year.