

# **16-18 Student Bursary Fund Policy (2025-26)**

The 16-18 Student Bursary Fund is a cash-limited fund to support learners who would benefit from financial support to help overcome specific barriers to participation so they can remain in education. The award is dependent on DFE funds available to the Academy and individual students' personal circumstances.

The bursary is a separate payment from free school meals which you may be eligible for and can apply for directly through your local authority. There are two elements to the Bursary Fund; Vulnerable Bursary and Discretionary Bursary.

Students must be aged at least 16 and under 19 years of age on 31/08/25 to be considered for an award and must be studying a state funded full-time course at Dronfield Henry Fanshawe School. In addition, students must meet the Government's residency conditions.

## **Group 1 - Students eligible for the £1200 Vulnerable Bursary grant**

Up to £1,200 per year is available to students who are in care, a care leaver, receiving Income Support or Universal Credit because they are supporting themselves, 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 Independent Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

## **Group 2 - Students eligible for discretionary award**

An award may be available to students facing financial barriers to participation to help with education related costs such as cost of transport to school, equipment and books and meals. Applications are invited from students with a total household income of £27,500 or less. The Bursary may be used to provide financial support for:

- On-going transport costs (e.g. through the purchase of a bus pass or minibus cost)
- Purchasing equipment or resources for identified individual learners (e.g. specialist protective or course related equipment, stationary, books etc)
- Assistance with costs of educational visits or trips where it is imperative to access the course (e.g. field trips)
- One-off (or regular, if more appropriate) payments linked to specific costs resulting from a domestic emergency or change in circumstance in household income (e.g. issues with learner's accommodation, illness or redundancy of family members)

Payments are dependent on meeting agreed attendance and behaviour criteria. If the bursary application is successful an award will be made in instalments through the school year, unless the student requires a one-off payment to cover particular costs.

In-kind payments or reimbursements shall only be made to students who have met the following conditions:

- Have achieved good attendance in the previous term, with discretion
- Have not been the subject of any exclusion/formal warning
- Have a positive attitude to learning

**How do I apply?** If you wish to apply for either or both of the above funds you need to:

- Check you meet the eligibility criteria within this policy or contact the Sixth Form office for advice
- Complete the online Bursary application form available from the school website  
<https://dhfs.uk/sixth-form-student-finance-bursary/>
- Provide the necessary evidence to support your application
- Submit your application by the deadline of 30<sup>th</sup> September or if personal circumstances have changed during the year. Applications received after this date will be considered if funds are available.

### **What will happen once I have applied?**

We will aim to process your application within 28 days and you may be contacted during this time to discuss your needs. You will be notified about the outcome of your application.

### **How will the bursary award be paid?**

Students will receive the bursary in-kind where possible (that is items will be purchased for the student, for example bus passes); students may be reimbursed only where appropriate receipts are provided.

### **Complaints and Appeals**

Please refer to the school's complaints policy: <https://dhfs.uk/wp-content/uploads/policies/complaints-policy.pdf>

### **Privacy notice**

The information that you provide on this form will be used to assess student eligibility for a 16-19 Bursary payment. Anonymous statistical information may be shared with other organisations such as the Department for Education or the young Peoples Learning Agency, but personal information will not be disclosed. Dronfield Henry Fanshawe School is registered under the Data Protection Act 1998.