

Sheringham Woodfields School

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16-19 BURSARY POLICY

Approved by SMT: 30th April 2026

Approved by Governors: N/A

Next Review date: Summer 2027

Person(s) responsible for review: SBM

Introduction

The school receives a limited allocation which is managed in accordance with guidelines laid down by the ESFA (Education and Skills Funding Agency). This policy is based on the recommended Local Authority Model Policy with some adaptations made specifically for a Complex Needs School.

To be eligible, students must be aged between 16 and 19.

Pupils who become 16 during their time in year 11 will not be eligible for the 16-19 Bursary until they begin year 12 in school. Pupils must be under 19 on 31 August in the academic year they start their programme of study. Where a student turns 19 during their programme of study, support will continue until the end of the academic year they turn 19 or the end of the programme of study, whichever is sooner.

The school will use the fund to support the most vulnerable young people to participate in and benefit from post-16 education and training, and will look to raise awareness of the fund wherever possible.

What a bursary is for

The bursary is money that you, or your education or training provider, can use to support with the cost of essential items linked to your studies here at Sheringham Woodfields School. This may include:

- clothing, uniform, books and other equipment for your course/studies
- transport and lunch on days you attend Sheringham Woodfields School
- support for students undertaking industry placements / work experience - the bursary could be used to cover additional short term costs such as extra transport arrangements needed
- the school also has the discretion to support with emergency meal/food support in cases of severe financial hardship (please note this is not often requested)

What a bursary cannot be used for:

- provide learning support - services that institutions give to students. Examples include counselling, mentoring or extra tutoring or support such as servicing laptops/tablets
- support extra-curricular activities where these are not essential to the students' study programme goals and course objectives
- support the costs of foreign/overseas field trips where the content can be found within England at a much cheaper cost and/or to support the costs of fields trips that are not an essential part of a student's study programme goals/qualification/s or course objectives

- support general household incomes/general living costs (rent, bills, wi-fi and so on). This is out of scope and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000

Guaranteed Bursaries to Students in Most Vulnerable Groups

The school will approve applications from

- Young people in care
- Care leavers
- A Young person receiving Income Support, or Universal Credit 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
- A Young person receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance (ESA)* or Universal Credit (UC) in their own right

*Additional advice taken from the Gov.uk website - Some schools have asked for confirmation that students can claim Employment and Support Allowance in their own right while living in the parental home. This is correct - students do not necessarily need to be living independently. Institutions may wish to remind parents (in any application form they use or on their websites) that they will not be able to continue to claim Child Benefit if the student successfully applies for ESA.

The managed move of legacy benefits claimants to UC means that new claims for the legacy benefits have not been possible since 2018. This means young people who are aged 16 to 18 now will not be in receipt of the legacy benefits listed above. However, any students aged 19 to 25 and funded from the 16 to 19 budget (such as those with an EHC plan) may still be in receipt of those other legacy benefits.

Eligible students will receive a bursary of up to £1200 a year (dependent on need). Payment will be made by BACS or by cheque either as a one off payment or via up to 3 equal instalments at the end of each school term, dependent upon satisfactory attendance and behaviour at school. The frequency of payments will be determined by the school in consultation with the student and their family/guardians where appropriate. Sheringham Woodfields School wishes to support young learners where possible to access funding in a quick and efficient manner.

The school is also able to pay bursaries direct to NCC Transport should you wish to use your bursary award to cover the cost of Post-16 transport.

To be able to process a bursary, the school will need confirmation that the young learner in question falls into one of the above categories.

Discretionary Bursaries

Applications for a discretionary bursary will be considered from those pupils who are not eligible for the Guaranteed 16-19 Bursary, but who fall within the age criteria (as set out above). Free School Meal eligibility will be considered when reviewing completed applications. It is likely that a learner in receipt of FSMs will receive a larger grant when compared to learners who are not in receipt of FSMs.

Eligible students may receive a discretionary bursary to help them with financial barriers to participating, but this is dependent on: evidence of need, government funding and the volume of eligible applications. Payment will be made by cheque/BACS, or a direct payment to PTU. either as a one off payment or via up to 3 equal instalments at the end of each school term, dependent upon satisfactory attendance and behaviour at school. The frequency of payments will be determined by the school in consultation with the student. Sheringham Woodfields School wishes to support young learners where possible and will seek to pay approved funds to the person as soon as possible and as easily as possible.

The school will wait to receive written confirmation of its bursary allocation before any discretionary bursaries are awarded.

The school will work with applicants to ascertain household circumstances in relation to the amount requested on the application form. The school will need to assess the actual financial need of the young learner as per the DfE gov.uk guidance issued June 2022. Once your application has been received the school will be in touch to discuss further with you.

Additional Discretionary Bursary

Up to 5% of the total allocated funding will be retained in the school budget towards administration costs, and any remaining funding will be available to eligible pupils towards unexpected costs related to remaining in education. For students attending complex needs schools, once they turn 16, there can be additional costs that students need to meet. The discretionary bursary will help support these if the need arises (dependent on funds being available). The amount due to each pupil will depend on the remainder of the allocated funding and the level of need.

General

The school will annually advise a date at the start of the Autumn term by which time all applications should be submitted for assessment. Where possible, the school will try to get forms in place before September to aid smooth and efficient administration.

For those pupils eligible for a bursary up to the value of £1200, the school will submit paperwork to the ESFA requesting the money. This money is then transferred to NCC Finance who in turn transfer it to Sheringham Woodfields School. Once the school has received it we will be in a position to pay out accordingly. Please be aware this can take several months after the start of the Autumn term.

The school will maintain a record of all applications and awards including number, value, whether awarded or not, and brief justification.

Any personal documentation sent to the school e.g. letters confirming receipt of benefits, will be photocopied and originals returned to the submitter as soon as possible. Records of evidence will be kept in line with the schools Retention of Records Policy.

All cheque payments will be made out in the name of the young learner, unless there is evidence to suggest this would not be appropriate. This is the same for BACS payments. They will be made to the young person unless the application form states otherwise. If payments need to be made to a parent/carer/guardian, this must be included on the application form.

Payments can also be made direct to Norfolk County Council towards the cost of transport if this the reason for the request for funding. The School have a system in place to be able to make direct credit card payments to NCC. If this is done, the School will keep receipts for all associated transactions. There is no card handling fee currently associated with these card payments.

Pupils making an application for a bursary must meet the necessary residency criteria as set out within the ESFAs Funding Regulations.

The School is required to assess actual need as opposed to offering a flat rate to all learners. As a result, in most cases, any bursaries from the discretionary allocation will likely support some of the **actual costs** incurred by the young person to enable them to participate in education at Sheringham Woodfields School. Please note the bursary allocations for the School will not be sufficient to meet all requested need/support.

Sheringham Woodfields School will not provide carry out in-depth household income checks of every application received. Instead we will foster a collaborative approach with the young person/their family to understand why a bursary is needed and how it will be used.

Appeals/Complaints

In the event that a student wishes to appeal against the decision made, they are requested to follow the school's standard complaints procedure. (Available upon request and direct from the schools website - www.sheringhamwoodfields.co.uk).

16-19 BURSARY APPLICATION FORM (2026/2027)

Name of Student

Date of Birth

Please choose the appropriate column, **attach** the required evidence if appropriate, sign and date the bottom and send to the school office.

	A	B	C	D	E	F
	Young person in Care	Young person is a Care Leaver	The Young person is receiving Income Support or Universal Credit (in their own name)	The Young person is in Receipt of DLA or PIP and ESA/UC	The Young person is eligible for the Discretionary 16-19 Bursary as receiving FSM	The Young person is in no other Category but has an EHCP
Evidence Required	A letter from the Local Authority confirming that the student is in care.	A letter from the Local Authority confirming that the student is a care leaver.	A letter from the Department for Work and Pensions confirming the award of Income Support or Universal credit in the name of the learner	Letters from the Department of Work and Pensions confirming relevant award of benefits	This bursary is for pupils who are registered for free school meals, but who are not eligible for the Guaranteed 16-19 Bursary. No evidence is required of free school meal status as eligibility can be confirmed in school.	There may be a small amount of funding available for pupils in no other category. <i>If transport costs post 16 are a barrier to your participation, please apply for discretionary bursary support.</i>
Further input between School and Family/person applying	The School will work with you to ascertain the level of need/support required and may ask for further information/support documents.					
Which Bursary would the Student be Eligible for?	Upto £1200 16-19 Bursary dependent on household income and level of actual need	Upto £1200 16-19 Bursary dependent on household income and level of actual need	Upto £1200 16-19 Bursary dependent on household income and level of actual need	Upto £1200 16-19 Bursary dependent on household income and level of actual need	Discretionary Bursary – dependent on government funding, household income and actual need	Discretionary Bursary – dependent on government funding, household income and actual need
Please tick the box to indicate the appropriate category you are applying for						

Signed: (Young Person or Parent/Carer) Date:

Payment method: BACS payment Cheque payment Paid direct to NCC PTU for Transport (with any balance back to family/learner)
 Are we paying the funding direct to the young person or a responsible adult: Young Person Responsible Adult
 (if **not** the name of the Young Person, please give reason below):

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 What frequency of payment would suit you best and why?:

By signing, you confirm that you/your child requires a bursary to support with participation in post 16 provision here at Sheringham Woodfields School.