



Mossbourne  
Federation

# 16-19 Bursary Policy

Date last reviewed on:	<b>September 2025</b>
Date to be revised on	<b>September 2026</b>

This guidance document covers September 2025 to July 2026 and is in accordance with '16 to 19 Bursary Fund guide: 2025 to 2026' published by the Department for Education on 8<sup>th</sup> September 2025.

### 1. Rationale

The purpose of this bursary is to ensure that students who wish to continue their education Post-16 are not financially disadvantaged. Funding for the bursary is made available to the academy via the ESFA. Students that qualifying for the bursary according to the criteria must adhere to the Bursary Contract to receive payments. Students are required to have a bank account in their own name, that accepts BACS payments.

### 2. Policy Aims

- To ensure that the funds received annually from the Education Skills Funding Agency (ESFA) are directed to students with the greatest need
- To ensure that any personal financial details remain secure and confidential
- To minimise the risk of fraudulent claims

### 3. Who is Eligible

Students who have been resident in the UK for at least the three preceding three academic years prior to this one, and who meet one of the two criteria below:

Level 1: A young person in care, a care leaver, a young person in receipt of income support of a disabled young person in receipt of Employment and Support Allowance who is also in receipt of a Disability Living Allowance.

Level 2: A young person living in a home with household income less than £25,000 per annum.

### 4. How the Bursary is Allocated

An annual bursary fund is allocated to the Academy by the ESFA. Students apply for the Bursary and successful applicants are classified as qualifying for the bursary at either Level 1 or Level 2. The amount of bursary funding may vary for individuals and between academic years. Students will indicate when they apply if they need support with travel to and from school, books as well as anything else that will help them access their education. Students will need to supply evidence of these needs. Funds will be allocated accordingly.

### 5. Application Process

The application form will be available to complete for two weeks, from Friday, 3<sup>rd</sup> October until Friday, 17<sup>th</sup> October. Applications received after this date may not be considered. The application form will be sent to all sixth form students via their school email addresses on Friday, 3<sup>rd</sup> October. Evidence will need to be uploaded on to the application form.

### 6. Payments

9 payments will be made to students over the course of the academic year, the first of which will be a double payment (equivalent of ten payments in total)

### 7. Security and Personal Information

All personal information will be treated in accordance with General Data Protection Regulations (GDPR). All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

### 8. Fraud

Parents/carers with parental responsibility and students must confirm that all information provided is true and must notify the academy if any circumstances change. The bursary will



Mossbourne  
Federation

be provided on the basis of certain conditions set by the academy. It should be understood that money may be clawed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.