



PUDSEY GRAMMAR SCHOOL

EST.1905

16-19 Bursary Fund Policy 2025 - 2026

*This policy has been agreed by the Governing Body of
Pudsey Grammar School*

Approved: D Webster (on behalf of the Resources Committee)

Date approved: August 2025

Date of review: June 2026

1. Introduction

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. This policy outlines the eligibility criteria, application process, and allocation of funds for students at Pudsey Grammar School. This policy is based on advice from the Education and Skills Funding Agency (ESFA).

Responsibility for approving this policy has been delegated to the Resources Committee.

Pudsey Grammar School will seek to ensure that the bursary funds are:

- Distributed fairly through a process which is clear and transparent
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award
- Used to widen access to, and participation in, sixth form education

2. Eligibility Criteria

There are two types of bursaries available:

2.1. Vulnerable Bursaries

Students may be eligible for a bursary of up to £1,200 per year if they fall into one of the following categories:

- In care
- Care leavers
- Receiving Income Support, or Universal Credit in place of Income Support, in their own name
- Receiving Employment and Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name

2.2. Discretionary Bursaries

Discretionary bursaries are awarded to students based on individual needs and circumstances. The school prioritises students facing significant financial barriers to participation. Eligibility criteria may include:

- Students with a household income below £28,500
- Students eligible for free school meals (awarded in year 11)
- Students with a specific financial need (e.g. costs of transport, meals, books, or equipment etc)

3. Application Process

3.1. Application Form

Students must complete a 16-19 Bursary Fund application available on the school website. Students who apply and are eligible for bursary funding in Year 12 will also need to complete a form when moving into Year 13. Following an initial assessment, further evidence may be required to assess eligibility. This will be requested by the sixth form team.

3.2. Required Evidence

Supporting documentation may include:

- Proof of household income (e.g., payslips, P60, benefit statements)
- Proof of entitlement to free school meals
- Letters from relevant authorities (e.g. local council, DWP)

3.3. Submission Deadline

Applications for the academic year should be completed and submitted by 12th September 2025 for the academic year 2025-2026. Applications can be submitted throughout the year as required should a student's circumstances change.

4. Assessment and Allocation

4.1. Assessment Process

As the 16 to 19 Bursary Fund is designed to help students overcome the individual financial barriers to participation that they face, the School has a responsibility to ensure that funds go to those who genuinely need them. To meet this obligation, the School will assess the actual needs of all individual students in addition to checking their eligibility when awarding bursary funding. The School will only provide funding to each student based on their actual need.

4.2. Allocation of Funds

Funds will be allocated based on:

- The number of eligible students
- The level of financial need demonstrated
- The total funding available from the Government

5. Payment Process

5.1. Payment Methods and Process

Funds will be awarded as follows:

- Transport - the transport element of the award will be given as a monthly/termly electronic bus pass loaded onto the MCard app.
- Food - students will have their cashless catering accounts credited with a daily amount of £5.
- Resources - students may request financial support with essential course-related costs such as books, equipment, travel, field trips, university open days and other costs associated with learning. Students should email requests to the sixth form team.

6. Conditions of Bursary

Students receiving bursaries must:

- Maintain at least 90% attendance
- Meet the academic standards set by the school
- Adhere to the school's behaviour policies

Failure to meet these conditions may result in the reduction or removal of bursary payments.

7. Appeals

Students have the right to appeal if their application is unsuccessful. Appeals must be submitted in writing to the sixth form team within 10 working days of the decision. The Director of Operations and Chair of Governors will review the appeal and respond within 15 working days.

8. Monitoring and Review

This policy will be reviewed annually to ensure it meets the needs of students and complies with government guidelines. The next review will take place in May 2026.

9. Contact Information

For further information, please contact the sixth form team:

- Email: sixthform@pudseygrammar.co.uk
- Phone: 0113 2558277 ext 216