



BURSARY FUND POLICY 2025 - 2026

Policy Number	0058	Policy Author	G Smith
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Agreed by Governors	July 2017	Policy Updated by	G Smith
Reviewed by Trust Board	May 2026	Date of Next Review	Sept 2026

Basildon Academy 16-19 Bursary Fund Policy 2025-26

Context

The 16-19 Bursary was introduced in 2011 to support the most vulnerable young people who face the greatest barriers to participate in and benefit from post-16 education and training. To be eligible to receive a bursary at The Basildon Academies the students must be aged under 19 on 31st August in the academic year that they start their programme of study.

In order to be eligible the student must satisfy the following conditions:

- The student's level of attendance greater than 95%.
- The student must demonstrate exemplary conduct towards staff and all members of the Basildon Academies community
- Adherence to the dress code

This will be reviewed weekly. Funding will be withheld if the above conditions are not met.

Application

To apply for bursary, students should complete the attached application form by the end of the second week of September, January or May to be considered for one of the 3 levels of funding.

The application will be submitted to the CEO to be reviewed by a panel consisting of the Headteacher, Assistant Headteacher for KS5 and a governor who will decide on the appropriate level of funding. Funding will be allocated in order of need with Level 1 allocations made first followed by Level 2 then Level 3. The Panel will sit at the end of September, January and May to consider the continuation of current bursaries and any new applications. New applications must be made for each year of study but once granted will continue for the duration of the academic year subject to the conditions described in 1 above.

Bursary

Level	Amount?	Criteria	How to claim?	How will you be paid?
1	£1200 per annum	<ul style="list-style-type: none">• Young people in care• Young people who receive universal credit payments in their own name• Young people in receipt of income support• Disabled young people in receipt of Employment Support Allowance• Personal Independence Payment (in their own name) <p>Evidence Required:</p> <p>A letter setting out the benefit to which the young person is entitled;</p> <ul style="list-style-type: none">• Written confirmation of the young person's current or previous looked-after status from the local	Complete application form	BACS transfer

		authority which looks after them or provides their leaving care services.		
2	Amount paid will be subject to the number of students in the category and the availability of funds.	<ul style="list-style-type: none"> Students eligible for free school meals (even if they choose not to receive them) under current FSM criteria. 	Complete application form	BACS transfer
3	Amount paid will be subject to the number of students in the category and the availability of funds.	<ul style="list-style-type: none"> Students with an identifiable financial need who do not fall within level 1 or 2 funding <p>The amount granted will be assessed on household income:</p> <ul style="list-style-type: none"> Gross household income falls between £16,191 – £30,000 In special circumstances gross household income above £30,000 may be considered for a specific purpose grant on completion of an application form 	Complete application form	BACS transfer

Educational purposes that grants may be used for:

Following the allocation of Level 1, 2 and 3 bursaries remaining funds will be allocated as grants to for:

- Cost of travel
- Meals in school
- Books and course equipment
- Educational visits
- DBS checks for students on vocational courses
- Course-related trips
- UCAS fee/travel to open days

These grants will be bid for and approval by the allocated SLT is necessary for grant funds to be released.

It is the responsibility of the claimant to inform the Academy of any change of circumstances. The school has the right to reclaim any funds and equipment costs should the claimant be found to have provided incorrect information or to have failed to notify the school of a change in circumstances. Funding may also be reclaimed if the courses are not completed. Funding allocations can only be paid by BACS transfer into the claimant's personal bank account.

Appeals against the decision of the Panel should be made in writing to the Chair of Governors c/o Basildon Academy, and the outcome will be notified in writing and is final.