Campion School
The best in everyone™
Part of United Learning

CREATING BRILLIANT FUTURES

16 – 19 BURSARY POLICY

Date of Last Review – August 2026

Review Frequency – 1 Year

Review Date – August 2027

Principal: Mrs Kim Bradley-Smith

Campion School is part of United Learning: United Learning comprises: United Learning Ltd (Registered in England No: 00018582. Charity No. 313999) UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Campion School
Kislingbury Road
Bugbrooke
NN7 3QG
t: 01604 833900
e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk

Contents

1.0 Introduction....3
2.0 Eligibility....3
3.0 Administration....4
4.0 Application and Payment process....4
Linked policies:....5
Appendix I....5
Equality Impact Assessment....6

Campion School
Kislingbury Road
Bugbrooke
NN7 3QG
t: 01604 833900
e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk

1.0 Introduction

The 16 – 19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education Funding Agency (EFA) sets the allocation for each academic year based upon numbers of students' we received the maximum weekly rate of Education Maintenance Allowance (EMA). This allows the school to pay:

- Bursaries of up to £1,200 to all young people in the nominated vulnerable groups detailed in section 2.2
- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment.

2.0 Eligibility

2.1 To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

2.2 The most vulnerable young people will be eligible for a bursary of £1,200. This group covers young people who are looked after; care leavers; those getting Income Support or Universal Credit; or those getting Employment Support Allowance and Disability Living Allowance. Evidence will be required in the form of:

- A letter setting out the benefit to which the young person is entitled;
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provided their leaving care services.

2.3 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. Decisions will be made no later than **October 2026** for this academic year. Payments may be limited by the level of demand for bursary support.

2.4 A student's household income will usually be assessed as evidence by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 from or certified accounts if selfemployed. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be considered.

2.5 Receipt of a bursary should be conditional on the student meeting agreed standard set out in Appendix I.

2.6 There will be five categories of bursary payments:

a. **Vulnerable young person**, up to £1,200 per year (depending on need).

Campion School is part of United Learning: United Learning comprises: United Learning Ltd (Registered in England No: 00018582. Charity No. 313999) UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Campion School
Kislingbury Road
Bugbrooke
NN7 3QG
t: 01604 833900
e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk

b. **Discretionary Bursary – Band 1**. Those whose household income is £16,190 or less per year. The amount paid will be dependent upon the total allocated to the school for the academic year and will be larger than Band 2.
c. **Discretionary Bursary – Band 2**. Those whose household income is £16,190 - £20,817 per year. The amount paid will be dependent upon the total allocated to the school for the academic year and will be less than Band 1.
d. **Discretionary Bursary** – **Band 3**. Those whose household income is more than £20,817, but less they £25,521 per year. The amount paid will be dependent upon the total allocated to the school for the academic year and will be less than Band 2.
e. **In-kind bursary payment** – for students with an identifiable financial need to finance education-related costs (for example materials, CRB checks for students on care courses, course-related trips, UCAS fee/travel to open days, exam re-sit fees).

3.0 Administration

For audit purposes, hard copies of all documentation for Bursary Fund should be kept for a period of 6 years. This documentation must include evidence for the application process, documents relating to how the learner was assessed and the funds issued.

4.0 Application and Payment process

4.1 Students should apply for a bursary by **Wednesday 30th September 2026.** Students must apply for funds for specific educational purposes. All applications must be submitted to the Sixth Form Administrator using the form in

Appendix II

4.2 The Assessment Panel will assess each claim and authorise payments. The

Assessment Panel will meet to make decisions on applications on **Friday 16th October 2026**. Payments decisions must be recorded for audit purposes along with records of applications and evidence.

4.3 Successful bursary applicants remain eligible for one academic year. Each payment is dependent upon students meeting the eligibility criteria set out in Appendix 1.

4.4 In-year applications may be made and the Assessment panel will meet to assess these applications.

4.5 Students will be informed in writing of the decisions of the Assessment Panel within one week of the Assessment Panel's meeting.

4.6 Bursary payments will be made by BACS. Bursary payments are to be made to a bank account, they can only be made to the student's bank account.

4.7 Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Payments may be made to a joint account, if the student is one of the accounts holders.

4.8 County council school transportation - Payments have to be made by the parent/carer directly to the county council and provide proof of receipt for reimbursement via BACs.

If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS.

4.9 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty is section 149(1) of the Equality Act.

Linked policies:

- Sixth Form Student Handbook
- Attendance Policy

Appendix I

In addition to an assessment of financial situation, the Assessment Panel will use the following criteria to assess payment for support under the 16 – 19 Bursary Scheme:

a) 96% attendance.
b) Maintaining an Effort Grade of 2 or better.
c) Exemplary conduct towards staff and all members of the school community.
d) Excellent punctuality.
e) Adherence to the dress code.

Campion School is part of United Learning: United Learning comprises: United Learning Ltd (Registered in England No: 00018582. Charity No. 313999) UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Campion School
Kislingbury Road
Bugbrooke
NN7 3QG
t: 01604 833900
e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk

Equality Impact Assessment

We have a duty to consider the impact of changes on groups with Protected Characteristics (race, disability, age, sex, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership). An EIA needs to consider:

- *Would the change impact differentially on pupils/ staff with protected characteristics?*
  Positively or negatively?
- *How do I know that?*
- *What could I do to mitigate any differential or negative impact?*
- *Is this still the right thing to do?*

Campion School is part of United Learning: United Learning comprises: United Learning Ltd (Registered in England No: 00018582. Charity No. 313999) UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Campion School
Kislingbury Road
Bugbrooke
NN7 3QG
t: 01604 833900
e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk