



16-19 Bursary Fund Policy

Date policy last reviewed: June 2026

Date of next full review: June 2027

Signed by:

A Martin Principal Date: 8th July 2026

M O'Connell Chair of Governors Date: 8th July 2026

Vision

Developing people of good character who achieve excellence and make a positive contribution to their communities.

Mission

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

Our Core Values...

All our work will be underpinned and driven by the following core values:

• Determination

- Have the courage to work hard and keep going with a relentless drive to achieve excellence.

“Run in such a way that you may win” 1 Corin 9 v 24

• Integrity

- Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

“ We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of man” 2 Corin 8 v21

• Ambition

- Have the belief and drive to succeed, placing no limits on what can be achieved

“ I can do all things through Christ who strengthens me” Phillips 4 v 13

• Humility

- Recognise and respect the value of everyone and celebrate success together.

“Be completely humble and gentle; be patient, bearing with one another in love” Ephesians 4v2

• Compassion

- Comfort and support all those in need and offer grace to all in our community.

“Be like minded, be sympathetic, love one another, be compassionate and humble” 1 Peter 3 v 8

Policy:	16-19 Bursary Fund Policy
Approved by:	Magnus Academy Board of Governors
Date:	May 2026
Review cycle:	Annual (with 3-year comprehensive audit)

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2026-2027	30/06/2026	JKH	Full update to align with 2026–27 ESFA bursary guidance. Key changes include: explicit requirement to assess actual financial need, removal of any implied flat-rate payments, clarification that vulnerable bursary is not automatically £1,200, strengthened evidence and audit requirements, addition of permitted and non-permitted expenditure, inclusion of payment conditions (attendance/engagement), clarification of 19+ eligibility (including EHCP), and defined 6-year data retention period.

1. Introduction and Purpose

The 16–19 Bursary Fund is provided by the Department for Education (DfE) to support students facing financial barriers to participation in education. The fund aims to ensure that all students can access and complete their study programmes regardless of financial circumstances.

This policy outlines how Magnus Church of England Academy administers the bursary to ensure it is distributed fairly, transparently, and in accordance with national guidance.

2. Regulatory Framework

This policy is based on:

- ESFA/DfE 16–19 Bursary Fund Guidance (2026–2027)
- Equality Act 2010
- Children Act 2004
- UK GDPR and Data Protection legislation

The academy will ensure compliance with all funding regulations and audit requirements.

3. Eligibility Criteria

Students must:

- Be aged 16–18 on 31 August in the academic year they start their course
- Be enrolled on a funded study programme at the academy
- Meet ESFA residency criteria

Extended Eligibility

Students aged 19 or over may be eligible if:

- They are continuing a programme started aged 16–18, or
- They have an Education, Health and Care Plan (EHCP)

Types of Bursary

1. Vulnerable Student Bursary

Available to students who meet one of the following criteria:

- In care or a care leaver
- Receiving Income Support or Universal Credit in their own right
- Receiving ESA and PIP/DLA in their own right

2. Discretionary Bursary

Available to students facing financial hardship, including (but not limited to):

- Eligibility for Free School Meals or Pupil Premium
- Household income below £31,000
- Significant financial pressures affecting participation
- High course-related costs
- Additional needs (including SEND-related costs)

Important Principle: Assessment of Need

Eligibility does **not automatically guarantee funding**.

All bursary awards will be based on:

- A **full assessment of individual financial need**
- The **actual costs required to participate in education**

Flat-rate or standardised payments are not permitted.

4. Application and Assessment Process

Application

- Students must complete a bursary application form
- Supporting evidence must be submitted (e.g. income, benefits, costs)
- Support is available for students completing applications

Assessment

Applications will be reviewed by a panel including:

- Head of Sixth Form
- Finance representative
- SENCO (where appropriate)

The panel will assess:

- Eligibility
- Evidence of financial need
- Actual participation costs

Awards will be based on **verified individual need**, not standard amounts. [gov.uk]

Evidence and Audit Requirements

The academy will retain:

- Proof of eligibility (e.g. benefit documentation)
- Evidence of household income
- Breakdown of student costs
- Records of how funding is used (including receipts where relevant)

All decisions must demonstrate a clear audit trail and value for money.

Notification

- Students will be informed of decisions within **10 working days**
- Outcomes will include award details and any conditions
- Unsuccessful applicants will receive reasons and appeal rights

5. Types of Support and Payments

The bursary may support:

- Travel to and from school
- Essential course equipment and materials
- Specialist clothing or equipment
- Educational trips required for the course
- Examination-related costs
- Childcare (where eligible under national schemes)

Funding Levels

Vulnerable Bursary

Students may receive up to **£1,200 per year**, but:

- Awards will reflect **actual need only**
- Students will **not automatically receive the full amount**

Discretionary Bursary

Awards will:

- Be determined on a case-by-case basis
- Reflect verified financial need and actual costs

Method of Payment

Support may be provided:

- In-kind (e.g. travel pass, equipment, direct payments to suppliers)
- As financial payments where appropriate

In-kind support will be used wherever possible to ensure funds are spent appropriately.

Conditions of Payment

Payments may be subject to:

- Attendance
- Punctuality
- Engagement with studies

Failure to meet these conditions may result in funding being reduced, suspended, or withdrawn.

Restrictions on Use of Funds

The bursary will **not** be used for:

- General living costs
- Non-essential extracurricular activities
- Pastoral or support services
- Any costs unrelated to education participation

The fund must only support essential participation costs.

Changes in Circumstances

Students must report any changes in financial circumstances.

The academy reserves the right to review, amend, or withdraw awards accordingly.

6. Monitoring and Evaluation

The academy will monitor:

- Application numbers and awards
- Types of support provided
- Impact on attendance, retention, and achievement

Student feedback will inform ongoing improvements.

The policy will be reviewed annually.

7. Appeals Process

Students may appeal decisions by:

1. Submitting a written appeal within 10 working days
2. Providing additional supporting evidence

Appeals will be reviewed by:

- Principal
- A governor/trust representative

The decision of the appeal panel is final.

8. Data Protection and Confidentiality

All data will be handled in accordance with GDPR.

- Access restricted to authorised staff
- Secure storage of all records

Data Retention

All bursary records will be retained for **6 years** in line with audit requirements.

9. Roles and Responsibilities

Governing Body / Trust:

Oversight and approval of policy

Principal:

Strategic implementation

Head of Sixth Form:

Operational management and decision-making

Finance Team:

Budget management and payments

SENCO:

Support for students with additional needs

Students:

Providing accurate applications and evidence

10. Policy Publication and Review

This policy is published on the academy website and shared with students and parents.

It will be reviewed annually to ensure compliance with ESFA guidance and best practice.