Ripon Grammar School

16 to 19 Bursary Fund Policy

Introduction

1. The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation they face so that they can remain in Sixth Form education.

2. The Bursary is intended to help with the hardship needs of individual students and to enable a student to continue with his or her education. Bursary funding is to help eligible students with costs such as travel to and from school and to buy essential books and equipment that are required for their study programme. These are items the student would otherwise need to pay for to participate. Ripon Grammar School will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood. Information about the process for application and consideration is available from the Finance Office.
- Assessed and allocated to each individual's need, considering the financial circumstances of the applicant and the intended use of the award.
- Used to widen access to, and participation in, Sixth Form education.

3. 16 to 19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Department for Education. This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding.

4. There is a limited amount of funding which means that it will not be possible to support every application. Priority will be given to those students from families with the lowest household income and/or highest-demonstrated need. The value of bursary awards will depend on the number of students that are eligible each year.

Types of bursaries

5. There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups. This is up to £1,200 a year depending on the actual needs of individual students within the vulnerable group.
- Discretionary bursaries which the school can award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

6. The bursary fund is not intended to provide learning support such as counselling or mentoring, or to support extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living support costs.

Vulnerable Bursaries

7. The following students will be eligible to receive a bursary of up to £1,200 per year, if agreed standards of behaviour and attendance are met:

- Students in care.
- Students who are care leavers.
- Students receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

Discretionary Bursaries

8. Discretionary bursaries may be awarded to those young people from families with a household income of less than £26,780. All students receiving targeted free school meals or who have siblings who are in receipt of targeted free school meals will automatically be deemed eligible for funding. Agreed standards of behaviour and attendance will be monitored throughout the year and must be met.

Application Process

9. The process for applying for a 16 to 19 bursary is as follows:

Step 1	Initial emails will be sent to all students and parents informing them of the bursary and to request that they contact the Bursar for an application form if they think they might be entitled to financial assistance.
Step 2	The school is legally required to assess who is eligible and, if you apply for funding, you will need to provide evidence to the school of your family's financial position. Financial assistance may be available to those who have a total household income of under £26,780 per year.
Step 3	*Financial Assessment Application Form* will be sent to interested students to be completed and should be returned, with evidence to assess eligibility, to the Finance Office.
Step 4	The Finance Office, in consultation with Head of Sixth Form, will assess each application to determine if a bursary will be offered.
Step 5	Applicants will be advised as to the outcome of their applications

Awards Process

10. Bursary awards are made for specified course-related costs and/or other costs viewed as presenting a barrier to the individual student's participation in education. The amount of each award will be assessed on an individual, case-by-case basis as detailed in the individual's application form.

11. The School may offer bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers or through attendance on course-related school trips. Any equipment purchased by the school for use by an individual student remains the property of the school and must be returned upon completion of or withdrawal from the course.

Confirmation will be sought from Heads of Departments to determine which equipment is essential for each course.

12. The school may also offer an award in the form of a short-term loan to help a student bridge a temporary financial hardship where this is deemed appropriate and agreed by the student. In this case, the school will draw up an agreement with the student stating clearly the use of and the conditions surrounding the reimbursement arrangements which the student should sign indicating he or she understands the conditions of the loan. The student should be able to provide evidence that the award has been used as intended.

13. Receipt of bursary payments are conditional upon a student meeting attendance, behaviour and performance standards which are agreed in advance and set out in the Sixth Form Commitment and Attendance Policy. Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the Ripon Grammar School community. Where the student does not meet the agreed attendance, behaviour and performance standards, which will be monitored on a half-termly basis, the school will make every effort to advise the student and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

Appeals Process

14. Should students disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the School's complaints procedure.

Reviewed September 2026
Director of Strategic Operations