

Trinity School Sixth Form 16-19 Bursary Fund Policy (including Attendance and Conduct Policy) 2025-2026

What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers. There are two types of bursaries available – a vulnerable bursary and a discretionary bursary (detailed below).

Who is eligible to apply for 16-19 Bursary Funding

Students following government funded full time courses who are 16 years and over and under 19 years of age on 31 August 2025 and satisfy one or more of the following criteria:

- Face financial barriers to participation and need help to stay in education.
- Are in care or have recently left local authority care
- Are in receipt of Universal Credit in their own name.

How we assess applications and allocate 16-19 Bursary Funding

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to household income. There will be three priority groups, categorised as high, medium and low. Students assessed as being in the high priority group will receive a vulnerable bursary, and students assessed as being in the medium and low priority groups will receive a discretionary bursary, **providing the required documentary evidence of eligibility is submitted in all cases.**

a. High priority group (Vulnerable student bursary)

Students aged at least 16 and under 19 on 31 August 2025 and who fall into one of the following categories (vulnerable groups as defined by the ESFA):

- in care
- care leavers
- receiving Universal Credit 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

We intend to pay qualifying students a monthly amount paid in arrears with the remaining funds retained to support the cost of essential course equipment and materials, trips, the cost of attending university open days and interviews, exam re-sit fees, attending Y12 work experience placement etc. This will be in the form of a Learner Support Expense Award, dependent upon meeting agreed attendance and behaviour criteria (see 'Attendance and Conduct Policy').

Please note that students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources. There is a possibility of no award or a limited award.

b. Medium priority group (Discretionary bursary)

Students aged at least 16 and under 19 on 31 August 2025 and who fall into **one/both** of the following categories:

- Have an annual household income of below £30,000
- Are identified as eligible for free school meals

We intend to pay qualifying students a monthly amount paid in arrears with the remaining funds retained to support the cost of essential course equipment and materials, trips, the cost of attending university open days and interviews, exam re-sit fees, attending Y12 work experience placement etc. This will be in the form of a Learner Support Expense Award, dependent upon meeting agreed attendance and behaviour criteria (see 'Attendance and Conduct Policy').

How to Apply

- Information about how to apply for the 16-19 Bursary will be placed on the school's website and is also available from the Sixth Form Office.
- Applications must be made on the '16-19 Bursary Fund Application Form'
- Applications should be made to Mrs Little (Sixth Form Office) at the start of the autumn term and by Friday 12 September 2025. Applications are dealt with confidentially. **Emergency applications may be submitted at any point.**
- Students who apply for the bursary will need to provide documentary evidence to show that they fall into one of the nominated groups. An assessment can only be made once all this information has been supplied.
- Student's bank account details must be included so that payments can be made directly to their account.
- All applicants will be advised of the outcome by letter.

Additional Information

- Payments will be made in arrears and only based on full attendance, punctuality and meeting expectations for behaviour and completion of work (see 'Attendance and Conduct Policy'). Receipts for items (equipment, materials, transport, etc.) will also be required.
- Emergency payments of small sums may be available for any student in need at times of crisis, e.g. homelessness.
- Students who apply for funding from the 16-19 Bursary Fund must reapply each year as funding does not automatically continue into the new school year.
- Whilst the discretionary bursary can be used for transport costs, it does not replace the statutory duty local authorities have. Each local authority must publish an annual transport statement that sets out the arrangements they will make to facilitate participation in education or training for students age 16-19. For more information please refer to the following website [School Transport | Cumberland Council](#)
- The bursary fund is not intended to provide learning support e.g., counselling or mentoring, support extra-curricular activities where they are not essential to a student's study programme, or provide living costs support.
- Students must only spend the bursary payments they have made to them on the support that has been identified as necessary to help them participate in education. This means students can only use the funds to pay for travel costs and/or a meal during the day, to buy equipment or any other support that has been agreed.
- Receipt of bursary funding will not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.
- Further information about the 16-19 Bursary can be found at <https://www.gov.uk/1619-bursary-fund>

The Appeals Process

Appeals against non-qualification for support

If a student's application has not been processed to their satisfaction, they can appeal in writing to the Deputy Head Teacher. The decision will be communicated in writing to the student. If the appeal is rejected the student can send a copy of their letter to the Head Teacher, whose decision is final.

Appeals against non-payment

If a student is not satisfied with the decision to withhold or defer payment, they should take the following steps:

- Speak to Mrs Little in the Sixth Form Office in the first instance.
- Speak to Mr Winter, Assistant Head (Sixth Form) to explain why the payment should be made.
- If the appeal is still rejected, the student needs to put their case in writing, again to Mr Winter. The case will be considered by the Deputy Head Teacher and Mr Winter who will report their decision to the student in writing within five days of receiving the appeal.
- If this appeal is rejected, the student should send a copy of their letter to the Head Teacher, who will make a decision. Their decision is final.

Attendance and Conduct Policy

1. Our Expectations

100% attendance is expected from all students. Students must attend all timetabled registrations, assemblies and lessons. However, we do recognise that this is not always possible, and students may have genuine, authorised reasons for absence.

2. Authorised Absence

Students who know in advance that they are going to be absent from school for any reason **must** complete and return a Leave of Absence form **before** the absence. Forms are available from outside the Sixth Form Office and on the school website.

Genuine, authorised reasons for absence include:

- Medical appointments that cannot be arranged outside school hours
- One off caring responsibility for a close family member
- Religious holiday
- University open day or interview or career related interview
- Appointment with an Inspira Advisor that cannot be arranged outside school hours
- Unpaid work experience placement
- Significant extracurricular activity – for example, drama, music, sport, volunteering
- Attendance at a probation meeting
- Attendance at a funeral of a close family member
- A meeting where a student is representing the school – for example a governors' meeting
- National Union of Students' official business
- Territorial Army/Cadet Forces/Reserve Force events
- Study visits abroad that are an integral part of the learning programme and that do not exceed four weeks

3. Unauthorised Absence

Any unauthorised absence will result in Bursary payments being withheld. Any absence will be considered to be unauthorised unless there is a valid reason otherwise (see 'Authorised Absence' notes). Students

will be informed by letter of withheld decisions. These letters contain guidance on the procedure to follow if students wish to appeal about the decision made.

Payments will be withheld in the following circumstances:

- Lateness to 2 or more lessons or registration in a week
- Unauthorised absence from 2 lessons or registration in a week
- Absence due to holiday
- Persistent lateness to lessons

4. Sickness

In general, isolated periods of genuine sickness need not prevent Bursary payments being made, as long as the guidelines detailed in the 'Guidelines for Success' document are followed when notifying school of absence due to sickness. ('Guidelines for Success' will be issued to students at the start of the autumn term).

When a student has had six or more separate **occasions** (not days) of sickness absence, Bursary payments will not be paid for each week after this when a student is absent due to sickness.

Where a student has long periods of absence due to sickness, decisions regarding payments will be made on an individual basis.

5. Behaviour and Effort

Students are expected to follow the guidelines detailed in the 'Guidelines for Success' document in relation to behaviour, effort and approach to learning. Failure to follow these guidelines may result in Bursary payments being withheld.

6. Attendance Monitoring

Attendance data will be collected through daily registration procedures and will be monitored by Pastoral Tutors and other members of the pastoral team in Sixth Form.

7. Miscellaneous

- Please note that where lessons take place away from school, arrangements will be made by us to confirm attendance.
- Students may undertake part time work but we strongly recommend no more than 8-10 hours per week, to enable enough time for successful academic study to take place.