

Clitheroe Royal Grammar School

16-19 Student Financial Support – Bursary Policy 2025-2026

Person(s) responsible: Headteacher
Governors Committee: Students and Staffing

Introduction

The 16-19 Bursary Fund is made available by the Government to students who may be facing financial constraints in meeting the costs of participating in their study programme; to help with the costs of uniform, essential books, equipment or with the cost of travelling to and from school.

The most vulnerable students will be prioritised in terms of the allocation of the fund, but we will aim to support as many students as possible. We will assess the actual financial needs of individual students in addition to eligibility when awarding bursary funding.

The 16-19 Bursary Fund is not intended to support costs unrelated to education e.g. living costs, extra-curricular activities where these are not essential to the student's study programme or provide learning support services that school provide for students such as counselling, mentoring or extra tuition.

All students who apply for financial support from the 16-19 Bursary Fund must meet the age and residency criteria in order to be eligible, along with the outlined criteria below in respect of the two types of bursary available. The school also requires the agreed targets including good levels of attendance, effort and behaviour to be maintained throughout the academic year.

There are two types of bursary available to students aged 16 to 19:

- Vulnerable Groups Bursary
- Discretionary Bursary

Vulnerable Groups Bursary Fund

Students who are eligible for a Vulnerable Bursary, are students who are in one of the following categories and are unlikely to be receiving financial assistance from parents or carers, meaning they may need a greater level of support to enable them to continue to participate in their study programme.

The defined vulnerable groups are students where the:

- Young person is **in care** (the local authority providing the care for the young person will confirm this).
- Young person is a **care leaver** (the local authority that looked after the young person will confirm this).
- Young person (not their parent) is receiving **Universal Credit (UC)** in their own right, 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.

- Young person (not their parent) is receiving **Disability Living Allowance (DLA) or Personal Independence Payments (PIP)** in their own right as well as Universal Credit in their own right.

Discretionary Bursary Fund

Students whose household income is £30,000 or below may apply for discretionary bursary awards to help with the cost of travel, to buy essential books, equipment or other items essential to their study programme.

We will base all decisions about which students should receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need.

These may vary from student to student, depending on, for example; household income, means of travel, distance from the school and the requirements of specific study programme.

Awards for both Vulnerable Groups Bursary and Discretionary Bursary

- **Bursary Breakfast and Lunch (BuBL)** - All students eligible for Bursary will be issued with a BuBL card which entitles them to an allowance for breakfast and lunch in the school canteen (currently this is worth up to £2.90 for breakfast and £2.90 for lunch).
- **Support with Educational Visits & Equipment** - to cover the cost of accessing an educational visit e.g. field trips, university interviews/open days or to buy equipment e.g. a scientific calculator, tablet, laptop.
- **Travel Support** for bus and train journeys
- **Payments to Support with Uniform** - The average cost of a school uniform is £152.98 or £173.38 if you study Biology or Chemistry and require a laboratory coat.
- **Study Expenses** e.g. text books, study guides and stationery. This would include other purchases directly to A Level courses, for example, calculators for Maths students and PE kit for PE students.

Bursary payments will be made in-kind as far as possible and where practicable. In-kind payments may include, but are not limited to, vouchers, equipment, uniforms and BuBL cards for meals. Where this is not possible, cash payments will be made to reimburse costs, students must retain receipts for purchases which can be claimed from bursary funding via the Bursary Portal by uploading receipts. e.g. receipts for travel passes, equipment, uniform and any other study related expenses.

For standard weekly costs, such as travel, it may not be practical to collect receipts for every transaction, so costs may be evidenced initially by receipts, then paid after that linked to attendance.

Application Process – how to apply

(a) Online Application Process for students who received Bursary last academic year

If you wish to apply for Bursary Funding for 2025-26 and you successfully applied last year, please visit the CRGS Sixth Form Bursary 16 to 19 Application Portal. Access to this is via the Schools Website under Sixth Form, 16-19 Bursary Fund. **The bursary portal will open for applications from Monday 8th September 2025, you will require your CRGS student email to register for your online account.**

- Check that your household income meets the eligibility criteria.
- Complete the declaration indicating circumstances haven't changed.

(b) Online Application Process for new applicants

If you wish to apply for Bursary Funding for 2025-26, please visit the CRGS Sixth Form Bursary 16 to 19 Application Portal. Access to this is via the Schools Website under Sixth Form, 16-19 Bursary Fund. **The Bursary portal will open for applications from Monday 8th September 2025, you will require your CRGS student email to register for your online account.**

On processing your application please:

- Check that your household income meets the eligibility criteria.
- Submit evidence of household income e.g. the last 2 recent payslips, a tax return if self-employed, the 3 most recent monthly Universal Credit Statements or alternatively, provide P60 End of Tax Year Statement (April 2025).
- Complete the application form, answering all questions in full to avoid delay when processing your application.
- Applications must be signed by the student and where possible parent/carer.

Please note if your eligibility for Free School Meals has been confirmed to the school, there is no need to supply any evidence of household income.

Bursary Awards

The 16-19 Bursary Fund panel will assess applications with Vulnerable Groups Bursary allocation being verified in the first instance, with Discretionary Bursary allocations following. Assessing students' individual financial needs is an integral feature of the assessment process.

The school will endeavour to assess all applications received at the earliest opportunity with students being notified of the outcome at the earliest opportunity via the 16-19 Bursary Fund Portal.

If your application is approved, you will be notified that the Bursary has been awarded to you. You will then be able to request support for travel, uniform, equipment and other study related costs. These will be paid by in-kind payments or by payment to your bank account.

Once you have requested funds, this will be assessed. Please note that requests are not automatically approved. The student's attendance record will be reviewed as part of this assessment to ascertain that they have a good standard of attendance, and this is reviewed regularly. The CRGS 16-19 Bursary Fund panel will comprise of: The Headteacher, an Assistant Headteacher and/or the Head of Sixth Form. Any student who leaves CRGS

before the end of the examination year will be required to return any equipment, stationery, books etc. which can be made available for future use.

Fraudulent Claims

Where an application is found to have been made on the basis of false declarations, the student will be required to repay the value of the entire Bursary allocation and may be asked to leave the course. Fraudulent claims may also be referred to the police.

Appeals

Students have the right to appeal against any decision made. Appeals should be made in writing within 2 weeks of the date of the decisions being issued. Letters of appeal should be addressed to:

For the attention of Mrs Alison Shepherd
16-19 Bursary Co-ordinator
Clitheroe Royal Grammar School
York Street
Clitheroe
BB7 2DJ

The school's decision will be final.

Date of review	September 2025
Date of approval by governors	September 2025
Date of next review	September 2026