JACK HUNT
ACADEMY

Hard Work, Integrity and Kindness.

16 to 19 Bursary Policy
Version 6.0

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1. Policy Statement

1.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.

1.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.

1.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

2. Change Summary

2.1. The full version history of this document can be found in Section 16.

Latest iteration includes revisions in line with the updated DfE guidance as of the 26/27 academic year.

3. Policy Statement

3.1. The 16 to 19 bursary fund provides financial support to help students overcome specific financial barriers to participation they face so they can remain in education.

3.2. There are 2 types of 16 to 19 bursaries and this policy refers to both:

a) Bursaries for defined vulnerable groups

b) Discretionary bursaries

3.3. This policy aims to:

a) Set out clear and transparent processes for the use and allocation of 16 to 19 bursary funds.

b) Make sure that bursary funds are administered appropriately and fairly, with due regard to the Equality Act 2010

c) Make clear to parents/carers and students the type of support that is available and how to apply for it

d) Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds

3.4. This policy is managed and maintained by the School Business Manager with ratification from the Senior Leadership Team and at the Academy Committee. It is developed in conjunction with the Sixth Form Team.

4. Guidance

4.1. This policy is based on advice from the Department of Education (DfE) on the 16 to 19 bursary fund for the 2026 to 2027 academic year.

4.2. This policy complies with our funding agreement and articles of association.

5. Roles and responsibilities

5.1. The headteacher is responsible for:

a) Making sure that staff are familiar with this 16 to 19 bursary fund

b) Making sure the policy is being applied consistently

5.2. The Head of Sixth Form is responsible for:

a) Setting eligibility criteria for bursary funding and making sure these comply with the Equality Act 2010

b) Promoting awareness of the 16 to 19 bursary fund to prospective applicants and their parents/carers.

5.3. The bursary panel is responsible for reviewing applications and supporting evidence in accordance with this policy. The panel consists of:

a) Head of Sixth Form

b) School Business Manager

c) Finance Officer

5.4. The Sixth form administrator responsible for ensuring that the bursary funding is accounted for accurately.

5.5. Our staff are responsible for implementing this 16 to 19 bursary fund policies consistently.

5.6. Parents/carers are expected to notify staff or the Head of Sixth Form of:

a) Any concerns or queries regarding this 16 to 19 bursary fund policy

b) Any change in circumstances that might affect eligibility for bursary funding.

5.7. Students are responsible for meeting the conditions attached to the receipt of any support from the bursary funding.

6. How we use the bursary fund

6.1. Financial support is available to eligible students from the 16 to 19 bursary fund. See sections 5,6 and 7 below for details of our eligibility criteria.

6.2. The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education.

6.3. There are 2 types of 16 to 19 bursaries:

a) Bursaries for defined vulnerable groups; and

b) Discretionary bursaries

6.4. We use the fund to provide students with support to fund items the student would otherwise need to buy to participate:

a) Transport

b) Books

c) Equipment

d) Field trips that are essential to the course and other course-related costs

e) The costs of attending university interviews and open days

f) Specialist clothing

g) Emergency meal and travel support

h) We will provide support for students from the bursary fund by making payments in kind where possible.

6.5. The bursary fund is not for non-education related costs. For example, it will not be provided for:

a) General living costs

b) Non-essential extra-curricular activities

c) Any learning support and pastoral services that we provide

6.6. The bursary fund may be used to provide exceptional further help with childcare costs if the costs exceed the Care to Learn scheme's weekly maximum rates. Childcare provision must meet Care to Learn scheme eligibility rules, and evidence will be required that the maximum amount is already paid through that scheme and a top up is required. Any top up will be made in line with Care to Learn funding rules and go directly to the childcare provider, not the student.

7. Eligibility criteria for the 16 to 19 bursaries

7.1. **Please note:** the following eligibility criteria will be assessed **in addition** to the individual student's actual financial needs. This means there is no guarantee of funding.

Funding provided to each eligible student is based on their actual participation needs (supported by evidence) and not a flat or fixed-rate payment that does not reflect the actual costs they face.

Students with no participation costs will not receive funding.

7.2. Age

To be eligible for either bursary in the 2026 to 2027 academic year, students must be at least 16 years old but under 19 years old on 31 August 2026.

Students aged 19 or over are eligible only for a discretionary bursary (see section 8 below) if they:

a) Are continuing on a study programme or course that they began when they were aged 16 to 18 years old (19+ continuers), or

b) Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on an eligible 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

Students aged under 19 enrolled on higher education qualifications are not eligible for support from the 16 to 19 bursary fund.

7.3. Eligible education provision

Students' provision must be subject to inspection by a public body that assures quality (e.g. Ofsted). The provision must also fall into 1 of these groups

a) Funded directly by the DfE, or by the DfE via a local authority

b) Otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the DfE's list of qualifications approved for funding

c) Non-employed students aged 16 to 19 who are participating in a King's Trust Team Programme

Students are not eligible if:

i. They are on an apprenticeship programme

ii. They are participating in any waged training

Students who are studying via distance learning are not likely to require financial help from the bursary fund. If they do require financial help, we will provide support in kind, such as a travel pass to attend exams. Details of this shall be decided on a case-by-case basis.

7.4. Residency

Students must meet the residency criteria in the DfE funding rules for 16 to 19 provision.

7.5. Asylum seekers

Accompanied asylum seeking children (under 18 with an adult relative or partner), and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum-seeking young people who have not had asylum refused.

Unaccompanied asylum-seeking children are:

a) The responsibility of the local authority

b) To be treated as 'looked after' children

c) Eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

8. Bursaries for young people in defined vulnerable groups

8.1. Students with a financial need, who meet 1 of the following 4 criteria below, in addition to the criteria outlined in sections 6.1 to 6.4 above, can apply for a bursary for vulnerable groups.

8.2. The defined vulnerable groups are students who are:

a) In care

Note: those who are privately fostered are not classed as looked after and are not eligible for the bursary for vulnerable groups

b) Care leavers

Note: where a young person has left the care of the local authority via achieving permanence through an order, such as a Special Guardianship Order, they are a care leaver. They must meet the definition of a 'care leaver' in full (see section 3 of this policy) to be eligible for help from the bursary for vulnerable groups

c) **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

d) **Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs)** in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

Note: students must be in receipt of DLA or PIP and ESA or UC to be eligible. Receipt of DLA or PIP alone does not meet the criteria

8.3. UC is replacing some benefits for new claimants, including IS and income-related ESA, so current and future young people aged 16 to 18 will not be in receipt of 'legacy' benefits. However, students aged 19 to 25 and funded from the 16 to 19 budgets (such as students with an EHC plan) may still receive 'legacy' benefits.

8.4. Students will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have.

8.5. Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary.

8.6. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs). Should we refuse the application on this basis, we will discuss this with the student and their support worker/parent/carer where applicable.

8.7. Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

8.8. We can use our discretion, on a case-by-case basis, to provide more than £1,200 per year for a student who meets the criteria for a bursary for vulnerable groups if it is necessary, in all the circumstances, for the student to remain in education. Any such additional payment will be paid either from the school's discretionary bursary allocation or the school's own funds.

8.9. If a student's study programme lasts for less than 30 weeks, this will be considered in the assessment for the bursary amount provided as they may not need as much financial support as those on longer programmes. We will also consider the number of hours involved in a student's study programme when deciding the correct bursary amount to ensure it is appropriate.

8.10. We will review each student's eligibility position each academic year. Students will only continue to receive a bursary for vulnerable groups if they continue to satisfy the criteria.

9. Discretionary bursaries

9.1. Criteria and assessment

In addition to the criteria outlined above, students can apply for a discretionary bursary if they satisfy 1 or more of the following criteria:

a) Are entitled to Free School Meals

b) Have received Free School Meals at any point during the last six years of education (Ever6)

c) Are in receipt of Universal Credit

d) Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may still apply for a discretionary bursary (exceptional circumstances).

In assessing any application for a discretionary bursary, we will consider:

i. Level of household income

ii. Distance to travel between the student's home and the institution, or the location of a placement

iii. The requirements of their study programme

iv. Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review each student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

9.2. Emergency meal and travel support

Students who face severe hardship can apply for emergency meal and travel support from the discretionary bursary, for the days they attend their study programme. At our discretion, we may provide this support without completing the usual household income and evidence checks.

Students should liaise with the Sixth Form Administrator and complete the Student Travel Form – Appendix 4.

Emergency support will be a temporary arrangement, with a full discretionary bursary assessment completed as soon as practicable.

We will keep records and documentation related to emergency support for audit purposes.

10. Application and payment process

10.1. Applications

Applications should be submitted via the online platform Applica.

Applications should ideally be submitted by the end of September to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

Any enquiries about the application process should be directed to the Head of Sixth Form.

10.2. Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence, which we will verify. Examples of acceptable evidence we may request are:

A copy of the UC or IS award notice from the Department of Work and Pensions (DWP) and/or evidence of receipt of DLA or PIP, in the student's name

Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills

Written confirmation of the student's current or previous looked-after status from the relevant local authority

10.3. Payment Process

Payments are made using the following process:

All bursary claims must be entered onto the online Platform Applica together with necessary evidence. The claim will then be considered and approved if appropriate. Payments will be made by BACS transfer direct to the student's bank account. Please note that payments may take up to 8 weeks.

Agreed train travel and bus passes may be purchased in kind by the school and deducted from the student's bursary fund.

10.4. Conditions for the receipt of bursary payments

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

a) Attendance above a certain amount (e.g. 90%) [subject to exceptional circumstances]

b) Following your sixth-form code of conduct

c) Receipts for expenditure and purchases made with the bursary funding are provided – full details are provided on the online platform.

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

If students have received in-kind support such as equipment or travel cards, they will be asked to return these if they fail to meet the conditions.

We will stop payments where students have decided to withdraw from a study programme.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

If we find evidence that a student or parent/carer has knowingly submitted misleading or fraudulent information, resulting in the student receiving a bursary they were not entitled to, we will attempt to recover the overpayment from the student. Any instances of significant fraud will be reported to the DfE.

11. Change in circumstances

11.1. If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

12. Record keeping and audit

12.1. The school will maintain comprehensive and accurate records relating to the 16 to 19 bursary fund. These records will be kept securely and be readily available for audit purposes. Records will include, but are not limited to:

a) Copies of application forms and supporting evidence

b) Proof that students meet eligibility criteria

c) Records of 'zero bursary' students

d) Details of assessment decisions and rationale for awards

e) Records of all payments made to students, including dates, value and purpose

f) Copies of documents signed by students to give formal agreement to the conditions of payment

g) Evidence of student attendance and progress monitoring

h) Records relating to emergency meal and travel support (including the number of students supported, the value and rason for support, and signed confirmations from students)

12.2. Records will be retained for 6 academic years after the end of the academic year in which the student completed their programme.

13. Unspent funds

13.1. Funding for bursary funding cannot be carried forward by the school for more than 1 year. Unspent funding must be reported to the DfE by the school using the customer help centre, specifying the amount of funding and the year(s) it relates to, no later than 31 March each year. The DfE will recover all unspent funds

14. Monitoring arrangements

14.1. This policy will be monitored by the School Business Manager.

14.2. This policy will be reviewed by the School Business Manager annually in collaboration with the Head of Sixth Form. At every review, the policy will be approved by the Senior Leadership Team.

15. Complaints or appeals

15.1. Where any student or parent is unhappy with how we have managed their application for bursary funding or the support that has been provided, they are free to make a complaint or appeal as per the Trust's complaints policy.

16. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Draft first edition	Clare Watson	31/10/2017
1.1	Policy reviewed and amendments drafted for SLT	Matthew Deere	26/11/2017
1.1	Policy published to website and KITE after FSC approval	Matthew Deere	13/12/2026
2.0	Policy reviewed and amendments drafted for SLT	Matthew Deere	8/10/2018
2.1	Annual review of policy and to Finance Committee	Matthew Deere	9/9/2019
2.2	Minor amendment to transport provision	Matthew Deere	20/9/2019

2.3	Updated for 2020/21	Matthew Deere	21/8/2020
2.4	Updated for 2021/22	Matthew Deere	30/6/2021
3.0	Revisions to redrafted policy including Higher Education Jump Start	Matthew Deere	16/8/2021
3.1	Updated for 2022/23	Gavin Cooke	
3.2	Updated for 2023/24	Howard Nelson	17/10/2023
4.0	Updated for 2024/25, removed Higher Education Jump Start (for Year 13 students only	Simon Linforth	22/7/2024
5.0	Addition of tutoring as a request type, and laptop requests for Year 13's. Amendment to payment reimbursement timeframes	Simon Linforth	1/11/2024
5.1	Change of setting name and logo to Jack Hunt Academy. Updated for 2025/26	Simon Linforth	20/8/2025
6.0	Policy revised in line with DfE 16 to 19 guidance (26/27) Updated for 2026/27	Nicky Pedder	21/9/2026

17. A Appendix 1: 16 to 19 Bursary Policy 2026/27 Summary

17.1. The following information applied to Sixth form students (aged 16 to 18 on 31st August 2026 taking a full-time further education course in 2026/27.

17.2. A key priority for the Government is to close the gap in attainment between those from less well-off and affluent backgrounds and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

17.3. Jack Hunt Academy is responsible for awarding bursaries to students. If your application is successful, you could receive funding to support the costs of:

a) Transport

b) Curriculum materials / books

c) UCAS / Exam expenses / equipment

d) Educational visits /trips

e) Work placements / sector experience

f) University visits / Open days / Interviews

g) Suitable business dress as per the Sixth Form Dress code requirements

17.4. There are two 16 to 19 bursary funds available:

a) Element 1: Bursaries for Vulnerable Learners

Jack Hunt will pay a guaranteed bursary of £1200 to learners from the following categories:

i. Young people in care, including unaccompanied asylum-seeking children

ii. Care leavers

iii. Young people in receipt of Income Support / Universal Credit

iv. Disabled Young People in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

b) Element 2: Discretionary Bursaries

To be eligible for a discretionary bursary, applicants must be entitled to Free School Meals or have received Free School Meals at any point during the last six years of education (Ever 6) or in receipt of Universal Credit / Child Tax Credit with the Working Tax Credit element or have received support from the school's Just about Managing fund. Attendance levels meeting the schools' acceptable standards, may be considered when assessing for discretionary bursary claims.

If you do not qualify for any of the criteria stated above, but if you need genuine support, please email the Sixth Form administrator with your circumstances for consideration. An email enquiry and subsequent communication/dialogue does not constitute a guarantee that support can be provided. Evidence will be requested.

If you think you are eligible for either bursary, please discuss with the Sixth Form Administrator

18. Appendix 2: Sixth Form Dress Code

18.1. The Sixth Form at Jack Hunt Academy wear smart business dress as detailed below and students are expected to always maintain a neat appearance, setting an example to the rest of the school.

18.2. Students are issued with a Sixth Form lanyard and identity card, which must be always worn and visible when on school site.

	Boys	Girls
Tailored Jacket Trousers Skirts	Trousers should be full length (low waisted hipsters are not permitted) suitable for business attire	Trousers, skirts or shalwar kameez suitable for business attire Skirt must be at least knee length. (no splits above the knee) Trousers should be full length (low waisted hipsters are not permitted)
PLEASE NOTE	A niqab or any other form of full face covering should not be worn in school for safeguarding reasons. Denim, leather and mock leather fabrics are not permitted.	
Shirts/Blouse	White or coloured smart top (e.g shirt or blouse) with sleeves. Strappy tops, vests or t-shirts are not permitted. No visible midriffs.	
Tie	Suitable for business environment	
Belts	Plain dark colour, no more than 4 cm in width	
Long sleeved top	Plain coloured, crew, V-necked, round necked, ¼ zip jumper or cardigan suitable for business environment. Sweatshirts and hoodies are **not** acceptable business attire.	
Socks / Tights	Suitable for business environment	
Formal shoes	Formal shoes or boots (trainers, sandals) Trainers may only be worn for PE /Sport activities Large boots and Ugg type boots are not permitted No heels higher than 4cm	
Jewellery Tattoos Kirpan	One plain ear stud only is permitted. Nose studs or other body piercings are not permitted. Only one ring is permitted. No visible tattoos are permitted. Kirpan – for Sikh families, further guidance on wearing the Kirpan is available from the school	

19. Appendix 3: Bank Account Details Form

16 – 19 Bursary Fund

BANK ACCOUNT DETAILS FORM

STUDENT NAME: _____ TUTOR GROUP: _____

EMAIL ADDRESS: _____

I hereby request and authorise Jack Hunt Academy to pay direct to the undermentioned bank account any sums due to me by way of remuneration, etc.

Bank Account Details:

	Enter details	Card details verified by Sixth Form Administrator [Staff Initials/Date]
Name as printed on bank account		
Bank account number		
Sort code		
Name of bank		
Full address of bank		

PLEASE SHOW YOUR BANK CARD TO THE SIXTH FORM ADMINISTRATOR WHEN YOU SUBMIT THIS FORM TO ENABLE ACCOUNT DETAILS TO BE VERIFIED.

SIGNED: _____ DATE: _____

Details verified by :

STAFF NAME: _____

SIGNED: _____ DATE: _____

JACK HUNT ACADEMY
Proud to be part of KEYS ACADEMIES TRUST
A: Bradwell Road, Peterborough, PE3 9PY
T: 01733 263526 | E: info@jha.keystrust.org | W: www.jackhunt.net

20. Appendix 4: Student Travel Request Form

16 – 19 Bursary Fund

STUDENT TRAVEL REQUEST FORM

To achieve best value, the Business Manager can book rail tickets in advance, but we need to receive this form **a minimum of 10 days prior to the date of travel.**

STUDENT NAME: _____ TUTOR GROUP: _____

EMAIL ADDRESS: _____

REASON FOR TRAVEL: _____

DATE OF TRAVEL: _____

I hereby request and authorise Jack Hunt Academy to utilise funds from my bursary to purchase the following travel requirements to support my education needs.

Travel Requirements:

[If travel to London, ticket will be purchased to/from main arrival station (Kings Cross). Underground travel should be purchased on the day and then re-claimed as an expense]

	OUTBOUND JOURNEY	RETURN JOURNEY
From		
Preferred departure time		
To		
Further info:		

SIGNED: _____[STUDENT] DATE: _____

Sixth Form Approval:

TRAVEL APPROVED: YES / NO

BURSARY FUNDS AVAILABLE: £ _____

STAFF NAME: _____ [Head/Deputy Head of Sixth Form]

SIGNED: _____ DATE: _____

JACK HUNT ACADEMY
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