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JACK HUNT ACADEMY

POLICY – 16-19 BURSARY POLICY VERSION - 9.0 YEAR – AUGUST 2025



Reviewed by – JHA Business Manager

Reviewed – August 2025

Date of next review – August 2026

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1. Introduction

- 1.1 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 and Administration Team.
- 1.2 A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training. The 16 to 19 Bursary is designed to support young people aged 16-19 to continue in education.
- 1.3 The fund is designed to remove barriers to participation. It is not designed to be a cash incentive to participate in education or training. It is intended that these funds should target those who are experiencing severe financial hardship.
- 1.4 All beneficiaries of this fund will need to meet eligibility criteria and conditions as laid out by Jack Hunt Academy. Failure to do so will result in bursaries not being awarded or withdrawn.
- 1.5 As a point of principle bursary funds should not be used to displace other types of support available to young people, for example, childcare costs should not be funded where they can be covered via Care to Learn or Transport costs that are met by the Local Authority.
- 1.6 Jack Hunt Academy is funded by the Education & Skills Funding Agency (ESFA) and has received a Bursary Fund Allocation for the academic year 2025/26. The aim of this policy is to distribute the total of the fund as fairly as possible between learners in accordance with the guidance issued by the ESFA.

2. Eligibility

- 2.1 To be eligible to receive the 16-19 Bursary in the 2025/26 academic year, the student must be aged 16 or over and under 19 on 31 August 2025.
- 2.2 Students must also satisfy the residency criteria set out in the ESFA Funding Guidance. (A person on 1 September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding 1 September.) If you are in any doubt, please speak with the Sixth Form Administrator.
- 2.3 Students should be participating in a provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. Attendance at Jack Hunt Academy meets the criteria.

3. Bursaries for the Vulnerable Learners (Element 1)

- 3.1 Jack Hunt Academy will pay a guaranteed Bursary of £1,200 to learners from the following categories:
- (a) Young People in Care, including unaccompanied asylum-seeking children
 - (b) Care Leavers
 - (c) Young People in receipt of Income Support/Universal Credit
 - (d) Disabled Young People in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right.
- 3.2 The £1,200 is paid on a pro-rata basis to the student at the beginning of every half term. The student must have their own bank account.
- 3.3 The definition of a Care Leaver or 'former relevant child' according to the Children (Leaving Care) Act 2000 is:
- 'Any 18 – 21-year-old (or until the end of an agreed programme of education or training) who has been looked after for at least 13 weeks since the age of 14 and who is still looked after or recently left care.'
- 3.4 Therefore, any 16-19-year-old accessing learning at a post 16 organisation funded by the ESFA will be classed as a care leaver if they were in care for 13 weeks (not necessarily consecutively) or more since the age of 14.
- 3.5 If a learner becomes entitled during the year the payments will be pro-rata to the number of whole weeks remaining in the academic year.
- 3.6 If a learner's situation changes during the course of the year, then their eligibility can be reassessed. There is a responsibility on learners to notify Jack Hunt Academy to changes in their circumstances that might affect their continued eligibility for a bursary. Young people can re-apply for a bursary if their circumstances change throughout the year or if they had a previous award withdrawn.
- 3.7 At the beginning of the academic year Jack Hunt Academy will encourage young people to apply for guaranteed bursaries.
- 3.8 To receive the full amount students must have above 90% attendance with behaviour and effort satisfactory or better as deemed by the Head of Sixth Form.
- 3.9 Any evidence provided will be retained for Audit purposes.

4. Discretionary Bursaries (Element 2)

4.1 To be eligible for a Discretionary Bursary, applicants must be:

- (a) entitled to Free School Meals (FSM), or;
- (b) have received Free School Meals at any point during the last six years of education (Ever6), or;
- (c) are in receipt of Universal Credit/Child Tax Credit with the Working Tax Credit element, or;
- (d) have received support from the school's Just About Managing (JAM) fund.

4.2 The criteria for this, is as follows:

- (a) A student's parent/guardian receiving one or more of the following benefits (as at the date of their application) is entitled to Free School Meals:
 - (i) Universal Credit with an annual net earned income of no more than £7,400.
 - (ii) Income Support
 - (iii) Income-based Jobseeker's Allowance
 - (iv) Income-related Employment and Support Allowance
 - (v) Support under Part 6 of the Immigration and Asylum Act 1999
 - (vi) The guarantee element of Pension Credit
 - (vii) Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
 - (viii) Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

OR

- (b) A student who has received Free School Meals at any point during their previous six years in education

4.4 Free School Meal forms are available online www.cambridgeshire.gov.uk/freeschoolmeals

4.5 If you do not qualify for any of the criteria stated above **but deem you are in need of genuine support as a result of the COVID-19 pandemic**, 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 may be requested.

4.6 Discretionary bursaries can be awarded from the following categories:

(a) Transport

- (i) The student must live 2 or more miles from Jack Hunt Academy, as measured on RAC Routefinder website, to qualify for a weekly/monthly Megarider.
- (ii) The student is to buy the weekly/monthly Megarider and the Bursary will reimburse the student of the costs (valid receipts must be provided).

In exceptional circumstances awards relating to transport can be given for alternative means of travel, by prior agreement and as assessed in line with the arrangements in para. 6 of this policy.

(b) Materials/Books/Equipment

- (i) Subject textbooks for the student's course will be ordered once a list of the books has been provided.
- (ii) Stationery for the student's course will be ordered.

(c) Exam/UCAS Expenses

- (i) UCAS applications costs will be reimbursed. Once the application has been sent to UCAS by the Head of Sixth Form, the Sixth Form Administrator will contact the eligible students.
- (ii) Exam/test expenses relating to a university application will be reimbursed. (Receipts must be provided).

(d) Educational Visits/Trip

- (i) School trips will be paid for.

(e) Work Placements/Sector Experience

- (i) Costs will be reimbursed if the student can prove the placement/experience will help them achieve their future career or university place. Receipts and confirmation of the booking must be provided for reimbursement.

(f) Business Dress

- (i) The Bursary may support students with acquiring the appropriate business dress, as described in the Sixth Form Dress Code (see below). Students wishing to apply **MUST** discuss their requirements before purchasing, with the Sixth Form Administrator.

Considerations will include style, as per the dress code and costs should not be excessive in respect of the choice of items. Excessive, ostentatious or extravagant requests will **NOT** be reimbursed in full. The Bursary Committee reserve the right to refuse any unsuitable business wear applications. (Purchase confirmations including pictures of the items and receipts must be provided).

(g) University Visits/Open Days/Interviews

- (i) University visits/open days/interviews train tickets costs will be reimbursed (valid receipts/tickets/university confirmations must be provided).

- (h) Tutoring
 - (i) Tutoring to support the students' academic studies. The aim is to achieve enhanced grades to help close the gap with other students. The Head of Department for the relevant academic subject must be consulted and be in agreement that the additional support is required and will be beneficial.
- (i) Laptop / iPad Devices
 - (i) A laptop / iPad for educational use when moving on to higher education places of study. Device purchases will only be granted in year 13 as a school iPad is granted to all students in school from year 9 onwards.

Students will purchase these items once they have been authorised by the Bursary Committee and the students will be reimbursed for these items (purchase receipts must be provided)

5. Application Process

- 5.1 All eligible students must complete the online enrolment pack via the dedicated Bursary system, completing an online application request each time funding is required from one of the categories. The application form is time and date stamped by the system.

6. Assessment of your application

- 6.1 The student's application will be assessed in accordance with this policy and ESFA guidance by the Business Manager. The final decision lies with the Business Manager and Head of Sixth form, or their designated representative.
- 6.2 Details of the reason and the amount of Bursary funding required should be included within the application form and any documentary evidence to support applications where necessary will be checked and retained on the Bursary system by Jack Hunt Academy for audit purposes. Applicants will be informed of the outcome of their application via the system.
- 6.3 Any income evidence provided will be retained for Audit purposes.

7. Payments

- 7.1 Any payments for Element 1 or reimbursement payments for Element 2 (valid receipts must be provided) will be made by BACS. Each student will need to ensure they have a bank account in their own name and provide this on the Bank Account Details form.
- 7.2 Claims received by the final day of the month will be processed by the 10th of the following month. The successful claims will be submitted to the KAT finance team for reimbursement on the next available BACS payment run. Due to the increased activity at the start of the academic year, approved claims submitted in September & October will be processed together and reimbursed during November.

- 7.3 When support is provided for specific goods or services, payment will be made direct to the supplier.
- 7.4 All Element 2 payments are subject to availability of funds.
- 7.5 An award letter will be issued to students confirming the amount of support, what support will be made in-kind and payment conditions.
- 7.6 Jack Hunt Academy reserves the right to partially reimburse Element 2 claims where deemed appropriate.

8. Participation

- 8.1 To continue receiving the bursaries students will be expected to maintain satisfactory behaviour, work ethics and maintain a minimum level of attendance and this will be monitored. Authorised absence will be classified as attendance.

9. Appeals

- 9.1 If you disagree with the decision made on your application, you may appeal. Please contact Jack Hunt Academy who will review the decision again, and any new information or change in circumstances.

10. Data Protection

- 10.1 Data Protection Act 1998 and General Data Protection Regulations 2018: The information that you give on this form will be used for the purpose of processing your application for help with your educational needs. Jack Hunt Academy has a duty to protect the public funds it handles and may use the information you have provided on this form to prevent and detect fraud. It will not be used for any other purpose without your permission. For more information on Data Protection visit the [Keys Academies Trust website](#).
- 10.2 Jack Hunt Academy has a Privacy Notice for Students that explains how we use data in line with our statutory responsibilities and in line with relevant legislation.

11. Equal Opportunities

- 11.1 All aspects of the applications process and associated decisions will be managed with due regard to equal opportunities legislation.

12. Information Availability

- 12.1 The Bursary Policy can be found on the Jack Hunt Academy website in the policies section. The link is on the Sixth Form page to the Bursary policy.

13. Version History

13.1 Table of Versions

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	13/12/2017
2.0	Policy reviewed and amendments drafted for SLT	Matthew DEERE	08/10/2018
3.0	Annual review of policy and to Finance Committee	Matthew DEERE	09/09/2019
3.1	Amendment to transport provision	Matthew DEERE	20/09/2019
4.1	Updated for 2020/21	Matthew DEERE	21/08/2020
5.0	Updated for 2021/22	Matthew DEERE	30/06/2021
5.1	Revisions to redrafted policy including Higher Education Jump Start	Matthew DEERE	16/08/2021
6.0	Updated for 2022/23	Gavin Cooke	
7.0	Updated for 2023/24	Howard NELSON	17/10/2023
8.0	Updated for 2024/25, removed Higher Education Jump Start (for Year 13 students only)	Simon LINFORTH	22/07/2024
8.1	Addition of Tutoring as a request type, and laptop purchases for year 13s. Amendment to payment reimbursement timeframes	Simon LINFORTH	01/11/2024
9.0	Change of setting name & logo to Jack Hunt Academy. Updated for 2025/26	Simon LINFORTH	20/08/2025



JACK HUNT ACADEMY



16-19 BURSARY POLICY 2024/25 SUMMARY

The following information applies to Sixth Form students (aged 16 to 18 on 31 August 2025 taking a full-time further education course in 2025/26).

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

Jack Hunt Academy is responsible for awarding bursaries to students. If your application is successful, you could receive funding to help with:

Transport

Materials/Books

UCAS/Exam Expenses/Equipment

Educational Visits/Trips

Work Placements/Sector Experience

University Visits/Open Days/Interviews

Suitable Business Dress as per the Sixth Form Dress Code Requirements

There are two 16-19 Bursary Funds:

Bursaries for Vulnerable Learners (Element 1)

Jack Hunt Academy will pay a guaranteed Bursary of £1,200 to learners from the following categories:

- Young People in Care, including unaccompanied asylum-seeking children
- Care Leavers
- Young People in receipt of Income Support/Universal Credit
- Disabled Young People in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right

Discretionary Bursaries (Element 2)

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 (Ever6) or in are 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 taken into account when assessing for discretionary bursary claims.

If you do not qualify for any of the criteria stated above but if you are in need of 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 may be requested.

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

Dress Code Requirements ~ Sixth Form

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

Male

Tailored jacket and trousers (Denim, leather and mock leather fabrics are not permitted)

White or coloured shirt

Tie suitable for a business environment

Belts – plain dark colour, no more than 4cm in width

V-necked jumper or cardigan (if wished) but this is in addition to the jacket – not a replacement for it

Socks suitable for a business environment.

Formal shoes – (no boots, sandals or trainers)

Female

Tailored jacket and either trousers, skirts or shalwar kameez (Denim, leather and mock leather fabrics are not permitted). The skirt must be at least to the knee in length. Skirts which are split style must not be slit any higher than the knee. Trousers should be full length and tailored. No low waisted hipsters are allowed.

White or coloured blouse. The blouse should have sleeves and should ensure that modesty is maintained. Strappy tops or t-shirts are not permitted in place of blouses.

Belts – plain dark colour, no more than 4 centimetres in width

V-necked jumper or cardigan (if wished) but this is in addition to the jacket – not a replacement for it

Plain tights suited to a business environment.

Formal shoes, dark coloured shoes – (no boots, sandals or trainers). No heels higher than 4cm.

Under no circumstances should crew, polo or round neck jumpers or any sweatshirts/hoodies be worn, not even in cold weather as a substitute for a coat. Training shoes shall only be worn for PE activities. One plain ear stud per ear is permitted for boys and girls. Nose studs or other body piercings are not permitted. One ring only is permitted. No visible tattoos are permitted. Kirpan – for Sikh families, further guidance on wearing the Kirpan is available from the school.