



The Crypt School 16-19 Bursary Fund Policy 2026-2027

Lead Person: Director of Sixth Form

Governing Body Committee: Resources, Staff and Pay

Context and Aims

In September 2011 the Government introduced a 16-19 Bursary Fund to provide support for Sixth form students from economically deprived backgrounds to continue in their post-16 education. The School is allocated funding roughly based on the numbers of student applications for financial support in the previous financial year: these funds should ideally be entirely exhausted by the end of each financial year. If the funds are not used, they will not be carried over to the next academic year. Approximately 5% of this funding will be used for the school costs of administering the scheme, in line with direction from the Education and Skills Funding Agency (ESFA). The School will manage the funding to allow for a £1600 (approx.) reserve throughout the year in case of extraordinary student applications for financial support. The Bursary Panel will endeavour to increase the payment thresholds, as outlined in Section 1 (1.1, 1.2) of this document, by the rate of inflation each year (CPI) 3% as at 3 June 2026) where possible.

This document is based on advice provided by the Education Funding Agency [16 to 19 Bursary Fund guidance: 2026 to 2027 - GOV.UK](#) and sets out how The Crypt School should administer and distribute these funds and is divided into the following sections:

1. Eligibility
2. Applications and Assessment
3. Payments
4. Appeals
5. Fraud

The Crypt School recognises that offering support to students from economically deprived backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

1. Eligibility

Bursaries are intended to support those students from economically deprived backgrounds. There are 2 types of bursaries students are eligible to apply:

- 1.1 Vulnerable bursary of up to £1200 for young people in one of the defined vulnerable groups: in care, care leavers, students in receipt of income support or universal credit and young people receiving Employment Support Allowance who are also in receipt of Disability Living or Personal Independence Payments in their own name (for information on eligibility visit [16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#))
- 1.2 Discretionary bursaries that institutions award to meet individual needs. Typically for students whose parents or carers have a household income less than £30,833, and/or are eligible for Free School Meals, or have had them in the past. Additional funding or payments might be granted to less well-off students at the panel's discretion (for information on eligibility visit [16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#))

Bursary Level 1.2 will receive payments to be determined by the Bursary Panel, dependent on the money received by the school. The School is only allocated a finite amount of money for bursaries and this will be distributed amongst applicants in relation to their priority levels of eligibility. Once this money has been allocated there will be no more money to distribute. The funding comes to the school from central government and the school has no other money to pay bursaries. Students should be aware that submitting an application is not a guarantee of any bursary payment.

Payments should be for specific educational purposes, which may include: costs of transport (bus passes), extra books and equipment including IT equipment, meals in school, educational trips, UCAS registration etc. Students eligible to receive a bursary must be aged over 16 and under 19 on the 31st of August in the academic year in which they start their programme of study, and must satisfy ESFA residency criteria. Students will need to upload receipts into AppliCAA for any items purchased as evidence for the school.

Students aged 19 or over on 31 August 2026 are eligible to apply for help from discretionary bursaries: those who are continuing on a study programme they began aged 16 to 18 ('19+ continuers') and those who have an Education Health and Care Plan (EHCP). Other students aged 19 and over may be able to access Discretionary Learner Support provided by the Skills Funding Agency. Students should talk to the School to establish what help may be available to them. No students aged 19 or over are eligible to receive a vulnerable bursary. They must satisfy ESFA residency criteria. Generally, asylum seekers are not entitled to public funds. Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute, they can apply to the Home Office (HO) for suitable housing and cash for essentials, but they are not eligible for other income. As long as an asylum seeker has not had their application for asylum refused, institutions can provide in-kind student support such as books, equipment, or a travel pass. Foreign tourists are ineligible for 16 to 19 funding. Students who are citizens of EU (or EEA) countries (except Irish citizens) who entered the UK after 31st December 2020 are not automatically eligible for funding and must be able to demonstrate that they are legally resident in the UK to be funded.

Students who move from The Crypt School to another educational provider will need to sign an agreement if they wish their information to be shared with the new institution.

2. Applications and Assessment

The Crypt School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries. Students will apply for the bursary via the Applicaa application which includes details for eligibility. Students will be encouraged to make an application for a Bursary as soon as possible after enrolment in September.

Students will be asked to provide evidence of their total household income e.g. notice of benefits received from the Department of Work and Pensions and will need to upload evidence of income via Applicaa.

To receive a bursary the student must satisfy the following conditions:

- **The student must have no unauthorised absence from any lesson or supervised study period**
- **The student must have met the terms of the Sixth Form Learning Agreement.**

Should any student fail to meet these requirements the school reserves the right to withhold the bursary. Similarly if students leave school before the end of the academic year they will only receive payments for the time that they attended the sixth form.

Applications should be received by Applicaa by Friday September 18th, 2026. A Bursary Panel comprising the Director of Post 16 Education, the Senior Deputy Headteacher, the Sixth Form PSW/ Administrator and the Bursar will meet twice a year (in October and January) to review all applications. The panel will meet within 10 working days of the application deadline and students will be informed of the result of their applications within 5 working days of the panel meeting.

If personal circumstances change, students can make applications throughout the academic year; these will be reviewed when the panel next meets (or assessed in a virtual meeting). In this case, payment of claims can be backdated for up to 28 days. Students / parents / guardians must inform the School of any changes in circumstances that affect family income. Students will be entitled to appeal against any decision taken by The Crypt School. The appeals process is outlined in Section 4 of this document.

3. Payments

Payments to students will be made through automated bank transfer to be determined by the Bursary Panel and will be dependent upon the evidence received of time. Specific details of the evidence required can be found on the Applicaa site.

Students must open a bank account, as payments will be made from the school directly to their accounts. Any student facing difficulties in opening a bank account should immediately contact the school Finance Office.

4. Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Director of Post 16 Education, and if such a meeting fails to resolve any differences, they should make a written appeal, for consideration by the Headteacher.

5. Fraud

Fraudulent claims for bursary allocations will be referred to the Police. This includes students not informing the school of a change in income which might mean they are no longer entitled to claim the Bursary. Students found to make fraudulent claims will be required to refund all payments received and may be permanently excluded from the school.

6. Records retention

The General Data Protection Regulation applies the principle that personal data should be kept for no longer than is necessary for the purpose for which the data are processed. Records relating to Bursary Fund applications will be retained for a minimum period of 7 years in accordance with the School's Records Retention Schedule.

Policy Reviewed: June 2026

Approved by Headmaster: June 2026

Review Date: June 2027