



Montsaye Academy

EFA 16-19 Bursary Policy 26-27

Introductory statement

Montsaye Academy is an 11-18 school in North Northamptonshire. The school is a co-educational secondary academy and is part of United Learning¹.

This policy has been reviewed in June 2026

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

1.0 Introduction

1.1 The 16 – 19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education and Skills Funding Agency (ESFA) sets the allocation for each academic year. This allows the school to pay:

- Bursaries of up to £1,200 to all young people in the nominated vulnerable groups detailed in section 2.4
- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment.

1.2 This policy is reviewed and updated annually in conjunction with the latest “16 to 19 Bursary Fund guide” produced by the ESFA. The latest guidance can be read [here](#).

1.3 This policy sets out the arrangements for administering our Bursary Fund allocation. The scheme is administered by the Sixth Form Team.

1.4 We cannot guarantee that individuals supported under this fund in one academic year will continue to be funded in the following year or funded to the same extent.

1.5 We will not discriminate against students based on any protected characteristic as defined in current equalities legislation.

1.6 We will publicise the scheme and will adopt an application process which is clear and transparent.

1.7 In exceptional circumstances, we will consider “one off” applications from students who do not meet standard eligibility criteria.

2.0 Eligibility

2.1 To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19. Students must be enrolled on a full-time course(s). Students must meet the residency criteria set out in the “16 to 19 Bursary Fund guide.”

2.2 There are two types of bursary available. The first is for students that meet specific vulnerable group criteria. The second is a discretionary bursary. The Academy is free to determine the eligibility criteria for the discretionary bursary, and how much each applicant will receive.

2.3 The most vulnerable young people will be eligible for a bursary of up to £1,200. These students will be the **highest priority** for support. Students will only receive the amount they need to participate in education and will not be automatically awarded the full £1,200. It needs to be made clear that no bursary will be awarded if the Academy considers that the student has no financial need. We will consider the circumstances of each student on a case-by-case basis.

2.4 The defined vulnerable groups are as follows:

- Young people in care
- Care leavers
- Young people aged 16, 17 and 18 who are in receipt of Income Support (IS) or Universal Credit (UC) in their own right (for example, teenage parents, young people who live independently of their parents)
- Disabled young people in receipt of Disability Living Allowance or Personal Independence

Payments in their own right, as well as Employment Support Allowance or UC in their own right.

2.5 For vulnerable students, proof of entitlement (original documentation) will be required, and copies will be kept securely on file. Evidence will be required in the form of:

- A letter setting out the benefit to which the young person is entitled;
- Written confirmation of the young person's current or previous looked-after status from the local authority.

2.6 The discretionary bursary is intended to support students from lower income families to remain in Post 16 education and to provide financial support toward items considered essential for the completion of the courses on which the student is enrolled. The bursary is not intended to support extra-curricular activities or living costs.

2.7 The fund allocated to us is a fixed sum and allocations cannot exceed the sum available. It may not be possible to support every application, and priority will be given to those students from families with the lowest household income and/or highest demonstrated need. The amounts paid will be subject to the number of students in the category and the availability of funds.

2.8 Discretionary bursaries will be awarded based on household income. This will be considered first, in conjunction with other factors such as travel distance from home, the number of dependent children in the household and the participation needs of the student.

2.9 Household income must be evidenced by employer wage slips, bank statements, UC award notices, or an SA302 form if self-employed. Copies of all documentation will be kept securely on file. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be considered alongside household income.

2.10 There will be three categories of bursary payment:

- **Vulnerable young person** – maximum of £1,200 per year dependent on need.
- **Discretionary Bursary – Band 1.** Students who live in a household where the family income is less than £25,000 per annum. The amount paid will be dependent upon the total allocated to the school for the academic year.

In the event of funds remaining once all Band 1 awards have been allocated, awards may be made to the following applicants:

- **Discretionary Bursary – Band 2.** Students of families with an annual household income of between £25,000 and £35,000.

3.0 Application and Payment Process

3.1 All students joining or continuing with the Sixth Form at the start of September will be given information about the Bursary. Copies of all documentation can be found on the school website, and can be collected from Mrs McNish, Sixth Form Centre Manager. Applications for an award of a bursary must be made on the appropriate application form.

3.2 Application forms need to be handed in to Mrs McNish by the **fourth Friday in September**.

3.3 All applications will be reviewed by The Assessment Panel at the earliest opportunity following the deadline. The Panel will consist of at least two members of Academy staff. This could be the Sixth Form Manager, Head of Sixth Form, Assistant Principal for Sixth Form, or the School Business Manager.

3.4 Applications will be considered alongside this bursary policy, and the checklist produced by the ESFA. Once all applications have been received and reviewed, a decision will be made about the

success of each application and the nature and value of support that will be provided. The available funds are limited, and we must target funds to the students with the greatest needs. Eligibility cannot therefore guarantee an award.

3.5 Details of all successful applications will be passed to the Finance Department, together with the amount, timing and conditions of the bursary awarded.

3.6 Applicants and their parents will be notified in writing whether their application has been successful. The letter will set out the full details of the award, and the conditions attached to it.

3.7 If a family's financial circumstances change during the year, meaning a student is no longer eligible, the bursary may be withdrawn.

3.8 In-year applications for the bursary may be made, and the Assessment Panel will meet to assess these applications.

3.9 Successful bursary applicants remain eligible for one academic year.

3.10 Bursary payments will be made by BACS. Bursary payments can only be made to the student's own bank account. Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

3.11 Bursaries may also be paid 'in kind' in circumstances short-term and extreme financial issues. Such items will be specifically stated and provided to the named individual.

3.12 Students will be required to produce receipts of items purchased at two points during the academic year; once in December and once in April.

4.0 Appeals Procedure

4.1 If any young person or their parent / carer are not satisfied with the outcome of their application, they should write to the Principal outlining their reasons why. Two of the following will consider the appeal:

- Principal
- Senior Vice Principal
- Business Manager

4.2 The Academy will aim to consider and respond to appeals within **two weeks** of receipt. If the appeal is upheld or partly upheld, it will be referred to the Assistant Principal with responsibility for the Sixth Form with recommendations.

4.3 If the appeal is not upheld, the appealing party will be directed to the Academy's Complaint Procedure.

5.0 Fraudulent Claims

5.1 Where an application is found on investigation to have been made based on false information, payment may be discontinued. The individual concerned may be subject to disciplinary action and possible referral to external authorities. We may seek to recover any funds or goods obtained.

Appendix 1

Conditions for payment

All bursary payments are subject to meeting the Academy's expectations regarding attendance, conduct, completion of coursework and completion of courses enrolled upon. Students who are awarded support should be aware that to continue to receive funding, they must have:

- At least 96% attendance
- Punctuality – no more than one late mark per week
- Good attitude to learning
- Compliance with the dress code

Please be aware that the Academy will stop any payments where a student has been absent for a period of three continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.