



Hollywater
School

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16-19 Bursary Policy

Approved by: Chair of Governors, Stephen Prudence		Date: October 2025
Headteacher: Maria-Brigid Ryan		
Last reviewed on:	May 2025	
Next review due by: (Annually)	October 2026	

Hollywater School 16-19 Bursary Policy

Applications for Bursary funding are only available at the beginning of the new Academic Year. The Finance Team at Hollywater School will apply for the bursary on your behalf.

With regard to the Vulnerable Bursary, it is important you read the criteria that needs to be met prior to applying for the Vulnerable Bursary.

What is Bursary Funding?

“Bursary funding is financial help for Post 16 students to overcome specific barriers to participation so that they can remain in education”.

There are two types of bursaries, (1) vulnerable bursary and (2) discretionary bursary.

Vulnerable Bursary

Vulnerable Bursary eligibility

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college

We will assess whether a student is eligible for either of these grants (parental checklist <https://www.gov.uk/1619-bursary-fund>). The school is committed to taking a proactive approach and will contact students/parent/carers about bursary funding. Please do not hesitate to contact us if you need further information.

Following receipt of an application from students/families we will review the information to ensure that the student is eligible. If all criteria is met, evidence of the benefits received will be needed to support the application.

We apply to the Student Bursary Support Service via an online portal.

Confidentiality and Data Sharing - All applications for vulnerable students are treated in confidence. Information will only be shared with professionals directly involved with the bursary process. i.e. Local Authority, Looked After Children Education Services, Manager of the Bursary, Senior Management of the school.

"Removing Barriers to Participation".

The school will continue to be proactive and identify students with the greatest need for support and raise awareness of the bursary as early as possible. The school will assess which pupils are eligible

for 16-19 bursary funding based on the criteria and advice provided by the Education Funding Agency (EFA). This includes assessing the age of the student, the length of the course and additional criteria specified in the current EFA guidance on vulnerable students' eligibility for this bursary. It is recognised that students who attend Hollywater School may not be able to apply on their own behalf and therefore we are committed to taking the initiative to ensuring that students who are eligible, successfully receive this funding.

Discretionary Bursary

Those students who are not eligible for the Vulnerable Bursary may be considered for a discretionary bursary. Discretionary Bursaries are issued to families direct from school. Our criteria here in school is to support students who (a) are eligible for free school meals and (b) who also meet the other criteria as specified in the EFA guidance.

<https://www.gov.uk/1619-bursary-fund>

The discretionary bursaries are there to provide support for vulnerable students that are suffering from financial hardship. This financial help provides for things such as transport, meals, books and equipment. As specified in the Education Funding Guidance "payments are for participation-related costs only". Each bursary is granted on an individual basis so students may receive different amounts.

In previous years this bursary has been used to pay for

- 1) Trips (linked to Independent Living Skills)
- 2) Independent travel training (including trips on longer distance buses, trains and the London Underground)
- 4) Healthy Living (including swimming, Boccia Tournaments)
- 5) Work Experience (costs of independent travel and materials)

To apply for either bursary, please complete the attached form below and return to the school office for the attention of the FINANCE MANAGER.

16-19 Bursary and Discretionary Fund Application Form 2025-26



Please indicate which fund you are applying for:

Vulnerable Student Bursary

Please complete all of the application form

Discretionary Bursary

Please complete all of the application form

Please complete all information in BLOCK capitals: **PLEASE COMPLETE WITH STUDENT DETAILS**

Surname:		Forename:
Date of Birth:	Age at 31/8/2025	Sex: Male/Female
Home Address:		
How long have you been resident in the UK?		
Home Telephone Number:		Parent Mobile Number:

1. Are you in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Do you get Income Support or Universal Credit because you're financially supporting yourself	Yes	No
4. Do you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit	Yes	No
5. Do you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit	Yes	No

If you answered YES to any of the above questions, please attach evidence of this with your application form.

Discretionary Bursary Only:		
1. Is your family entitled to Free School Meals	Yes	No
2. Please state the reason for your request for funding for a discretionary bursary		
3. What will the money be used for?		

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary or discretionary award will be provided on the basis that certain conditions set by the DfE/school are met.

Parent Signature:

Date:

Grant Payments

Where the bursary is paid directly to the student, the school will issue a cheque to cover the amount awarded (please detail below the name of the person responsible for receipt of these funds), OR the school will keep a log of expenditure that is it is paid for directly by the school on behalf of the named student.

Responsible Person -----

School Use Only:

Vulnerable	Yes	Discretionary	Yes
Evidence seen	Q1	Yes	No
	Q2	Yes	No
	Q3	Yes	No
	Q4	Yes	No
Approved		Not Approved	
Discretionary			
Does the request meet threshold		Yes	No
Items funded by discretionary bursary			