POST 16-19 BURSARY

Document Detail	
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Version History	
V26.1	Amended to meet school criteria.

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1. Eligibility

To be eligible to receive a 16-19 Bursary in the 2026-2027 academic year, the pupil must be aged 16 or over and under 19 on 31st August 2027.

Pupils must also satisfy the residency criteria set out in the Education and Skills Funding Agency guidance (A person on 1st September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1st of September).

Pupils should be participating in a provision that is funded within the relevant guidelines and subject to inspection by a public body that assures quality of education. Enrolment at Shorefields School fulfils these criteria.

In all cases of the parents / carers of a pupil applying for a bursary, the school will take into account individual family circumstances that may affect household income.
For example, whether the young person lives in a single parent household or if there are other children or young people living in the household.
Payments can be used for:

- Cost of transport associated with attending college or linked work experience placements
- IT equipment to support learning
- Course related books and equipment
- Educational trips and visits

2. Bursary Fund Levels

Vulnerable (£1,200p/yr)

Pupils in the following defined vulnerable groups will be eligible for a bursary of up to £1,200 a year: young people who are in care; young care leavers, young people in receipt of Income Support or Universal Credit in their own right; and young people in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) in their own right. An application form is available for parents / carers who believe their child is eligible for a vulnerable bursary. Requests, in each instance, will be subject to review by the school with payments issued on a per claim basis. All bursary funding requests and purchase receipts should be sent via email to finance@shorefields.essex.sch.uk

Please note that, in all instances, parents / carers will need to provide receipts either prior to or post purchase for auditing purposes. Approved awards will be paid to the parent or carer's bank account by BACS transfer.

Parents / carers will be informed of any non-payment in writing. However, parents / carers should check their child's payments regularly and, in the case of non-payment, contact the finance officer via the school office for clarification.

Discretionary - (Up to £900p/yr)

Pupils who are in receipt of free school meals or have a total household income of £25,000 or less can apply for a discretionary bursary. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. All evidence of household income will be held in the strictest of confidence. An application form is available for the parents / carers of a pupil who believe they are eligible for a discretionary bursary. Requests,

in each instance, will be subject to review by the school with payments issued on a per claim basis.

All bursary funding requests, and purchase receipts should be sent via email to finance@shorefields.essex.sch.uk. Please note that, in all instances, the parents / carers of a pupil will need to provide receipts either prior to or post purchase for auditing purposes. Approved awards will be paid to the parents / carers bank account by BACS transfer.

The parents / carers of a pupil will be informed of any non-payment in writing. However, pupils should check their payments regularly and, in the case of non-payment, contact the finance officer via the school office for clarification.

3. Requests for Funds & Claims

Parents will be notified via email following the initial application decision. At this time, a request for funds can be made. All requests will be dealt with in the strictest of confidence. Where appropriate, the College can manage award requests on a 'payment-in-kind' basis. As such, we would purchase books, equipment, meals and travel on a pupil's behalf.

Where equipment or enrichment activities are a course requirement or deemed necessary to further a pupil's attainment, the college may assign use of bursary monies for this purpose.

4. Assessment

Shorefields School will assess each application. The issuing of funds will be determined by how bursary monies are being utilised to further the pupil's educational opportunity. Purchase receipts are required for all monies awarded. Any pupil who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete and submit an application, with supporting evidence, as soon as possible following their admission in September.

5. Bank Accounts

Only initial payments can be directed to parents or carers bank accounts - individual or joint accounts are a fund stipulation.

6. Change of Circumstances

The parents / carers of a pupil in receipt of any level of bursary must inform the finance@shorefields.essex.sch.uk of any changes to family circumstances that may affect their level of support. The parents / carers of a pupil who become eligible during the academic year should notify the finance@shorefields.essex.sch.uk and submit an application.

7. Attendance Requirements

We will look at each child's circumstances and if there any exceptional circumstances where the expected minimum attendance of 85% would not apply. Attendance is calculated termly or over the course of the academic year, dependant on individual circumstance. Approved educational trips, or representative activities will be counted as attendance.

8. Proof of Purchase

We are required to evidence proof of all purchases to the penny. Paper receipts can be given in an envelope with the pupils name / Bursary on and handed into the school office for the attn of the finance officer. If sending a digital version, it can be emailed to finance@shorefields.essex.sch.uk
A running total for each drawdown of bursary funds paid to a pupil will be monitored and claimed

back if receipts cannot be substantiated. Please note that giving false or incomplete information that leads to incorrect overpayment may result in future payments being withheld and any incorrectly paid funds being recovered.