



# MEADOW PARK SCHOOL

## Bursary Policy

Approved by:	LGB	Date: December 2025
Last reviewed on:	October 2025	
Next review due by:	October 2026	

## 1. BACKGROUND

A key priority for the Government is to close the gap in attainment between those from disadvantaged and non-disadvantaged backgrounds, and to ensure that every young person can fully participate in 16-19 education setting.

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

The bursary allows students access to additional funds to support with: learning, participation in educational activities, transport, equipment and more.

There are two types of 16-19 Bursaries:

- **Vulnerable Bursary**  
For young people in one of the defined ESFA vulnerable groups.
- **Discretionary Bursary**  
Awarded by Meadow Park Business and Innovation Sixth Form Centre to meet individual needs.

## 2. ELIGIBILITY

For students to be eligible for bursary funding, students must meet the age and residency criteria from the ESFA guidance 25-26 listed below:

- A student must be aged 16 or over but under 19 on 31 August 2026
- Study at a publicly funded school or college, or be on an unpaid training course
- Meet the ESFA's residency criteria

## 3. BURSARY GROUPS

This policy provides students with the opportunity to benefit from the fund at different levels according to their individual circumstances. There are two groups at whom this policy is directed:

### **Bursary Group 1 – Vulnerable Student Bursary**

The bursary for vulnerable groups can pay up to £1200 per year to a student enrolled in a full-time course who is part of one of the defined ESFA “vulnerable groups”. The defined vulnerable groups are students who are:

- in care
- care leavers

- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

## **Bursary Group 2 – Discretionary Bursary**

Students experiencing financial hardship can apply for bursary funding. To be eligible for bursary funding, the student must currently qualify for Free School Meals (FSM).

Confirmation of FSM status will be provided by Coventry City Council and updated on a weekly basis. More information on FSM, including how to apply, can be found at:

<https://www.coventry.gov.uk/benefits-1/free-school-meals/2>

Bursary funding is extremely limited and funding is primarily directed to the above groups.

Students experiencing financial hardship, that do not fit into the bursary groups above, can still make a request for funding. Decisions on whether funding will be provided will be made on a case by case basis by the Sixth Form team.

Bursary funding is spent at the discretion of Meadow Park Business and Innovation Sixth Form Centre staff. The school is under no obligation to make payments from the bursary fund and can reserve the right to limit funding if standards of attendance and behaviour are not met.

Bursary funding is subject to change depending on the need and demographics of the student body. Meadow Park Business & Innovation Sixth Form Centre cannot supplement the bursary once its funds have been used up and no further student claims will be possible during that academic year.

## **4. APPLICATION PROCESS**

All students will be made aware of the 16-19 Bursary and what qualifies them for bursary funding at the start of the academic year.

Students who are in receipt of FSM will not be required to provide evidence of income – subject to confirmation of FSM status by Coventry City Council. Students that qualify for FSM will be notified of their eligibility for bursary funding and invited to fill out the 16-19 Bursary Application Form. Any student that qualifies for FSM during the academic year will be signposted towards the 16-19 Bursary Application Form. The 16-19 Bursary Application Form must be returned to Meadow Park Business and Innovation Sixth Form Centre before bursary funding can be spent.

## 5. PAYMENTS

### **Discretionary Bursary**

All students qualifying for the discretionary bursary are deemed to have individual financial barriers to learning. To combat this, a basic curriculum materials/resource pack will be given to every qualifying student which will provide them with everything they need to succeed in their chosen courses.

Any additional requests for bursary funding will be assessed on a case by case basis by the Sixth Form Bursary Team. The Sixth Form Bursary team will process all funding requests internally and payments will be made “in-kind” rather than paying students directly. This is to ensure the correct use of the 16-19 bursary.

Students should make requests for additional funding in writing to the Sixth Form Bursary Team. An example list of items that students may receive bursary support for can be found below:

- Public transport to and from school
- Formal wear for Sixth Form
- Trips and educational visits
- University visits/interviews
- Additional curriculum materials
- Other equipment to support learning
- Other relevant items

### **Vulnerable Bursary**

The frequency and amounts of payments will be agreed between the student and the Sixth Form Bursary Team and will be made at regular intervals directly to the student's own bank account via BACS.

## 6. CONDITIONS OF BURSARY

Students must meet the following criteria in order to receive their bursaries:

- Have a target attendance of 95%. Authorised absences, such as illness, will be taken into account when reviewing attendance
- Demonstrate good behaviour and adhere to Meadow Park school values
- Engage with teaching staff and complete work in time for agreed deadlines

## 7. APPEALS

Any student who is dissatisfied with the decision made regarding the allocation of funds may appeal in writing to the Head of Sixth Form. The Head of Sixth Form reserves the right to authorise payments outside of these criteria where there are extenuating circumstances and/or there is clear educational value in releasing the funds.

## 8. CONFIDENTIALITY

All personal information will be held in accordance with the school's privacy notice, which can be found on the school's website.

## 9. EQUAL OPPORTUNITIES

Meadow Park Business and Innovation Sixth Form Centre is committed to championing educational inclusion and equality, and all qualifying students will be equally considered for bursary funding. Meadow Park's Inclusion & Equality Policy can be found on the school website.

## 10. REVIEW

This policy will be reviewed on an annual basis, taking into account current bursary funding levels, the effectiveness of the policy, the opinions of Meadow Park Business and Innovation Sixth Form Centre, the needs of the cohort, and statutory guidance from DfE and the ESFA

Reviewed by: E Towlson October 2025

Next review date: October 2026

Approved by Governors:

Signed:  Signed: 

BERNADETTE PETTMAN  
Headteacher

Date: December 2025

DAVID KERSHAW  
Chair of Governors

Date: December 2025