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A bursary is money that you, or your education or training provider, can use to pay for things like clothing, books and other equipment for your course. transport and lunch on days you study or train.





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



# Learner Declaration

- Session for Post 16 team explaining the 16-19 bursary
- Letter to parents inviting applications
- Session for parents
- Appropriate form sent to parents
- Evidence gathered to establish eligibility
- Discussion with team to determine needs
- Meeting with SLT to approve. Decisions made by School.
- Application submitted with finance



- Funds received from Skills Funding Agency
- Residential students in receipt of bursary: finance informed
- School lunches. Office staff informed who is eligible.
- Equipment: Ordered using bursary specific codes (information retained in student file)
- Community fund (managed with bursary specific petty cash)
- Other expenditure logged against student records
- Letter of award sent to parent/carer

- You can apply for either the Vulnerable Student Bursary or the Discretionary Bursary; not both
- You must provide the evidence on the application form for your application to be processed
- If your child/young person intends going on the Post 16 residential trip the contribution from the family will be taken from the bursary.
- Bursary funds are to support the additional costs of education for 16– 19-year-olds and we may be asked for evidence that they are used appropriately
- We involve the class/therapy team in applications to best support students and families.
- My role: publicise, evidence, work on application with parents/carers & class team
- Student must be at least 16 years old on 31 August 2024. Mid-year transfers not eligible that year

