



# BEAUCHAMP CITY SIXTH FORM

Lionheart Educational Trust

## **BURSARY POLICY**

Version	Document History	Date
Version 1.0	Bursary Policy approved	April 2023
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Version 3.0	Reviewed	April 2025
Version 4.0	Amendments to reflect Government changes	Oct 2025
Version 5.0	Updates to info + structural amendments	Nov 2025



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## **BURSARY POLICY**

**Nov 2025 – Aug 2027\***

**\*Not all updates come into action with immediate effect.**



**CONTENTS**

SECTION 1: Free School Meals [FSM]..... 3

    1a. What is the FSM provision? ..... 3

    1b. Who is eligible for FSM status?..... 3

    1c. How to apply for FSM status? ..... 3

    1d. What evidence do I need to supply? ..... 4

SECTION 2: Bursary eligibility..... 5

    2a. What is the 16-19 bursary?..... 5

    2b.DISCRETIONARY Bursary eligibility..... 6

    2c.VULNERABLE Bursary eligibility..... 7

SECTION 3: Bursary applications..... 8

    3a. Online application: Eligibility..... 8

    3b. Offer of provision..... 9

    3c. Utilisation of support ..... 9

SECTION 4: Change in circumstance/HARDSHIP ..... 10

SECTION 5: Privacy and Confidentiality ..... 10



## SECTION 1: Free School Meals [FSM]

### 1a. What is the FSM provision?

The provision of a 'free school meal' is a government funded allocation, that requires institutions to supply a free meal for all eligible students.

### 1b. Who is eligible for FSM status?

Applicants are required to:

- Be at least 16 years old but under 19 years old as of August of that academic year (Aug – July)
- Study at a publicly funded school or college, or be on an unpaid training course
- Provide evidence to support their application (*see eligibility criteria and evidence 1d.*)

### 1c. How to apply for FSM status?

- All enrolled students will be emailed via their school email address, a link to the online application form at the beginning of the academic year.
- You can also request a link to the online application form by contacting:  
[bursary@beauchampcity.org.uk](mailto:bursary@beauchampcity.org.uk).
- Furthermore, the application link is posted on our website – but is **only accessible to students enrolled** at Beauchamp City Sixth Form via the **students' email account**.

Further information:

<https://www.beauchampcity.org.uk/prospective-students/student-support/bursary/>

[Bursary@beauchampcity.org.uk](mailto:Bursary@beauchampcity.org.uk)



## 1d. What evidence do I need to supply?

### Evidence required for 'eligibility' [2025-2026]:

Criteria	Accepted forms of evidence
Income support	A formal headed letter from Job Centre Plus
Income-based jobseeker's allowance	A formal headed letter from Job Centre Plus
Income-related employment and support allowance	A formal headed letter from the DWP
National asylum seeker support	A formal headed letter from the Government.
Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190)	The full headed letter from the Government identifying that child tax credit is received [all pages must be included] Bank statement; clearly highlighting the receiving of financial support from the DWP.
Guaranteed state pension credit	A formal headed letter from the Government.
Working tax credit run-on	A formal letter identifying the relevant circumstances that has led to the run-on
Universal credit with annual net earned income of less than £7,400	A Universal credit statement; screenshot of <b>ALL PAGES</b> as this includes evidence of <b>ANNUAL HOUSEHOLD</b> income/unemployment

**NB:** Transitional protections continue to apply and have been extended until the end of academic year 2025 to 2026. The protection means that all students **already receiving** free meals on or after 1 April 2018 **continue to be eligible** to receive free meals until the **end of academic year 2025 to 2026**.

From the start of **academic year 2026 to 2027**, the government is introducing new eligibility criteria for FSM meaning that **all recipients of Universal Credit (UC) will be entitled to receive a free meal**.



## SECTION 2: Bursary eligibility

### 2a. What is the 16-19 bursary?

The 16 to 19 Bursary Fund is supplied by the Education Funding Agency (EFA) which is Government funded and supplies successful applicants with funding towards their education- related costs. The purpose of the Bursary is to support applicants who are impacted by financial constraints for **a single academic year**.

The funding for this bursary is government provided but is processed and overseen by Beauchamp City Sixth Form on behalf of students.

The Bursary fund comes in two possible forms; you could receive a Discretionary Bursary **OR** the Vulnerable Groups Bursary.

- **Discretionary Bursary;** this bursary amount and application process is set by the Education Provider but is decided based on Government funding provision.
- **Vulnerable Groups Bursary;** this bursary is granted and supplied by the Government and thus must be approved by the EFA

Whilst applications are made by students, **allocation and usage is managed by Beauchamp City Sixth Form.**

The **actual amount of funding support provided to each student** reflects the requirement stated by the DfE that 'income' and 'individual need' are considered.



## 2b. DISCRETIONARY Bursary eligibility

Applicants are required to:

- Be at least 16 years old but under 19 years old as of August of that academic year (Aug – July)
- Study at a publicly funded school or college, or be on an unpaid training course
- Participate in a provision that is subject to inspection by a public body that assures quality (for example Ofsted).
- Meet the residency criteria in DfE funding rules for post-16 provision
- Evidence an annual household income below £25,000 (subject to change).

**NB:** Assessment of financial need is based on Parent/Carer annual income and decided via the provision of evidence as part of the application process.

The below table outlines the most common forms of evidence submitted, if you do not have any of the following, please complete the online application form and submit any evidence you believe to be relevant.

Criteria	Accepted forms of evidence
P60; tax year 2024-2025	A P60 is an End of Year Certificate from your employer or pension provider that summarises <b>your total pay</b> for a tax year. The UK tax year runs from April 6th to April 5th of the following year.
Pension provision [retired]	Evidence of receiving state pension payment from the DWP [Department for Work and Pensions]
Payslips	<b>The 3 most recent monthly payslips</b> or equivalent time. <i>A payslip is a statement from your employer that outlines your pay, taxes, and other deductions for a specific period.</i>
Self-employment / Tax return	A form filed with a tax authority, like HMRC in the UK, that reports a taxpayer's income, expenses, and other financial information for a specific period, typically a tax year.

**NB:** bank statements are not eligible evidence.



## 2c. VULNERABLE Bursary eligibility

Students could be eligible if **at least one** of the following applies:

- they are in or have recently left local authority care (~6 months).
- they get Income Support or Universal Credit because they are financially supporting themselves
- they receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- they get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

**Examples of the evidence required to receive the vulnerable bursary are:**

- Statement from the Local Authority confirming the student's current or previous looked after status. This may be a letter or an e-mail.
- A recent entitlement or award statement setting out the benefit to which the student is entitled. This should also confirm that they can be in education or training.
- Disability Living Allowance (DLA) in the student's name and either Employment and Support Allowance (ESA) or Universal Credit
- They get Personal Independence Payment (PIP) in their name and either Employment and Support Allowance (ESA) or Universal Credit



## SECTION 3: Bursary applications

### 3a. Online application: Eligibility

- All enrolled students will be emailed via their school email address, a link to the online application form at the beginning of the academic year.
- You can also request a link to the online application form by contacting: [bursary@beauchampcity.org.uk](mailto:bursary@beauchampcity.org.uk).
- Furthermore, the application link is posted on our website – but is **only accessible to students enrolled** at Beauchamp City Sixth Form via the **students' email account**.
  - Evidence will be required and uploaded to the online form to inform the decision regarding eligibility – please see section 2 for suitable options
  - Please complete all sections of the application form
  - Provide as much detail when required, to **identify your 'need'** and **justification/why** you're requesting the identified support to inform our funding provision for you
  - Check that the information declared/provided is accurate and honest
  - Confirm an understanding that the provision of funding is assessed, monitored and overseen by Beauchamp City Sixth Form based on the information provided in the application form and thus is an **individualised assessment of need**
  - Confirm that you have a responsibility to notify us of any changes in circumstance/eligibility
  - Confirm an understanding that the provision of inaccurate information and/or misuse of the bursary can result in its revoking and could hinder future applications regarding financial support

**NB:** Applications for the bursary are open all year round. We advise that applications are made as soon as possible so that students can maximise their support. During busy periods, processing can take up to 4 school weeks.



### 3b. Offer of provision

Once your application has been approved, students will be emailed a letter confirming their provision regarding:

- Which type of Bursary
- FSM status (*if eligible*)
- Which academic year
- Funding provision specifics

The confirmation email will also provide further guidance on wider support for bursary eligible students.

**NB: Under no circumstances can/will the bursary be a fixed cash deposit into a bank account**

### 3c. Utilisation of support

Bursary eligible students can make requests for further support beyond their initial application in response to new/further requirement of need.

- Students can access the online request form by emailing:  
[bursary@beauchampcity.org.uk](mailto:bursary@beauchampcity.org.uk)

Students who are offered 'credit' as part of their individualised support, can request **refunds** for suitable purchases.

Refunds that are granted are identified by the Bursary team as being directly related to a student's access to engage with their A-Level/academic journey.

- Students can request an online refund form by emailing:  
[bursary@beauchampcity.org.uk](mailto:bursary@beauchampcity.org.uk)
- Evidence of purchase (e.g. receipt) is required and will need uploading
- Processing of accepted refunds can take up to 10 school days

Bursary eligible students can also benefit from additional support outlined in their confirmation email depending on their A-Level subjects and wider school experience e.g. extracurricular engagement.



## SECTION 4: Change in circumstance/HARDSHIP

It is the responsibility of students and their parents/carers to notify the school of changes in circumstance that result in the provision of the Bursary no longer being required.

Students might be able to get support if circumstances change or they have an emergency.

Under exceptional circumstances, students who are not automatically eligible for the standard provision can also apply for help with one off academic expense (evidence of income or hardship will be required to support this application).

Applications for additional help will be considered on an individual basis and are dependent upon available funds.

Please email providing evidence and elaboration on your circumstances to be considered:  
[bursary@beauchampcity.org.uk](mailto:bursary@beauchampcity.org.uk)

## SECTION 5: Privacy and Confidentiality

We understand that some students may be reluctant to apply for a bursary because we are asking for personal information. We wish to assure students that we protect the confidentiality of the information provided under the Data Protection Act 1998.

We store the application forms and supporting documentary evidence securely and access to this information is carefully controlled.

Only a small number of staff will have access to your applications.