



Forest of
Dean Trust

Sixth Form Bursary Policy

DENE MAGNA SCHOOL

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The Bursary Fund is paid by the Education and Skills Funding Agency (ESFA) and is designed to support young people who face the greatest barriers to continuing their education. This document sets out how Dene Magna School and Sixth Form will administer and distribute these funds and is divided into the following sections.

1. Eligibility and Criteria
2. Applications and Assessment
3. Payments
4. Appeals
5. Fraud

Dene Magna School and Sixth Form recognises that offering support to students from poorer backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

1. Eligibility and Criteria

A student must be aged 16 or over but under 19 on 31st August 2026 to be eligible for help from the bursary fund in the 2026 following year.

There are two main categories of funding: a bursary for vulnerable young people and a discretionary bursary for young people who face financial hardship.

The bursary (up to £1200) for vulnerable young people is for students who are:

- in care;
- care leavers;
- in receipt of Income Support or Universal Credit because they are 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.

The discretionary bursary for young people is allocated to:

The 16-19 discretionary bursary threshold varies by institution but generally supports households with an income below £16,190 to £30,000 per year. Priority is often given to those with incomes under £16,190, or families in receipt of means-tested benefits (e.g., Universal Credit, Income Support).

- Discretionary Bursary: Based on household income or financial hardship; amounts are determined by the school or college.
- How to Apply: Applications are made directly to the Sixth Form. Application forms are available online via the website.
- Threshold Examples:
 - Band 1 (Priority): £16,190 or less.
 - Band 2: £16,190 - £25,000.
 - Band 3: £25,000 - £32,000.
- Students who are eligible for Free School Meals in the current academic year.
- Evidence required: School transition data
 - Original Working Tax Credit statement
 - Universal Credit Statement

- o Bank Statements (3 months)
- o Original Local Authority Letter
- o P60
- o Letter from HMRC.
- Additional payments in kind may be paid to students who are faced with unforeseen changes in their circumstances.

The amounts payable for those eligible will depend solely on numbers who apply and the grant awarded to the school by the ESFA. Financial support is used to provide help with costs linked to education and is awarded in accordance with specific needs of the individual student. These costs include: support with travel costs; books and equipment; funding field trips and curriculum related visits; travel to HE open days and interviews.

2. Applications and Assessment

Dene Magna School and Sixth Form will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries. The application form to be used is available to download from our website.

All applications should be received by the Sixth form office by September 25th. If circumstances change students can make applications later in the academic year. In this case, payments of claims can be back-dated for up to 28 days.

The bursary payment is a year on year funding and awards only relate to the current academic year.

3. Payments

Bursary Funds can only be used to help offset costs considered essential to a student's education. The following are examples of (but not limited to) contributions and payments in kind:

- contribute towards travel expenses - please note, this may not cover full travel costs.
- books and equipment
- costs for specifically curriculum related activities such as mandatory field trips and residential;
- provision of IT equipment on loan during the period that the student is in receipt of the bursary
- travel to University open days and interviews.

The bursary can also be used to access eligibility for Free School Meals, and this is in addition to the payments detailed above.

Payments to students will be allocated according to need, as evidenced for a specific educational purpose and for that period of time that a student remains on their course and meets the following requirements for:

Attendance – 95% attendance to all timetabled sessions.

Should any student fail to meet these requirements the school reserves the right to withhold bursary payments. Similarly if students leave school before the end of the academic year they will only receive payments for that time they attended the sixth form. Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation.

4. Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with Head of Sixth Form, and if such a meeting fails to resolve any differences they should make a written complaint following the complaints policy (available on the Trust website).

5. Fraud

Fraudulent claims for bursary allocations will be referred to the police. Students found to make fraudulent claims will be required to refund all payments received and will be expelled from the school.