



## Queen Elizabeth II Silver Jubilee School 16-19 Bursary Fund Policy

**Effective from:** September 2023  
**Signed by:** Helen Elphick  
**Reviewed:** September 2025  
**Next review date:** September 2026

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### Eligibility Criteria: Vulnerable Bursary

Students can apply for a vulnerable bursary which is designed to help and support any student who faces financial barriers to education, it is intended to help students with the essential costs of participating in their study programme such as the costs of activities, cookery ingredients, transport costs or any other items the student needs to participate. Eligible students must be over 16 and under 19 on 31<sup>st</sup> August 2025 and be attending school on a full-time basis. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year.

### Categories

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on study programme that lasts for 30 weeks or more if they have costs that mean they need that amount of support.

### Evidence of Income

See application form for details of evidence required. We will need copies of the letters showing eligibility, if you wish to send in the originals, they will be photocopied and returned to you.

### Payment of Award

The bursary will be held in school and all letters, requesting a financial contribution, will allow you to indicate whether or not you would like to meet the cost using the bursary. These can include transport costs, books equipment and other course-related costs. ESFA permits institutions to carry unspent bursary funds over to the next academic year. Any funds carried

forward must continue to be used to support students in line with the funding rules in this guide.

### **Eligibility Criteria: discretionary bursary**

We are able to make a discretionary bursary, to those students who do not qualify for a vulnerable bursary, and are facing financial barriers to education. Discretionary bursaries and how much bursary are paid is based on each student's individual circumstances and their actual financial need. Please complete the application form if you would like to apply for a discretionary bursary and send evidence relating to the financial need.

### **Conditions**

- Students must be UK residents
- Students must be enrolled at QEII School
- Bursary payments are linked to attendance

### **Free School Meals**

Free school meals are only available in England and Wales.

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

### **Application Procedure**

Complete and sign the application form and ensure all relevant evidence of income is attached, return to the school office. Any omissions will result in a delay.

### **Appeals Procedure**

Should you disagree with any decision made, firstly contact the School Business Manager. If you are not satisfied, you have the right of appeal in accordance with the school complaints policy.

### **Definitions**

- children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'

A care leaver is defined as:

- either a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16
- or a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16

## QEII School 16-19 Bursary Application Form

### SECTION 1 – Student Details (please print details and complete form in black pen)

Surname:	First Names:
Address:	
Date of Birth:	Home Tel No:
E-mail:	Mobile No:

### SECTION 2 – Which Bursary are you applying for? (please tick appropriate box)

<input type="checkbox"/>	Full Bursary - please complete sections <b>3, 5, 6, 7 and 8</b>
<input type="checkbox"/>	Discretionary Bursary - please complete sections <b>4, 5, 6, 7 and 8</b>

### SECTION 3 – Full 16-19 Bursary (£1,200 p.a.)

The student who is applying for the above award should tick the box that applies to them:

<input type="checkbox"/>	I am living in care (please provide written evidence) or a child looked after (CLA)
<input type="checkbox"/>	I am a care leaver (please provide written evidence) or was a child looked after (CLA)
<input type="checkbox"/>	I am in receipt of Income Support or Universal Credit (see Section 5)
<input type="checkbox"/>	I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in their my own right
<b>Now go to Section 5</b>	

### SECTION 4 – Discretionary 16-19 Bursary

The student who is applying for the above award should tick the box below:

<input type="checkbox"/>	I would like to apply for a discretionary bursary. You will need to provide evidence of household income for the application to be considered.
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## SECTION 5 – Proof of Income

Whatever you have declared in Sections 3 or 4 must be backed up by evidence in order for your application to be assessed. If you are applying for a Discretionary Bursary, please send in any evidence you have to support your application. Photocopies of documents are acceptable or original documents will be photocopied and returned to you.

Please tick which evidence you have submitted as proof of income:

Type of Income	Evidence Required	Tick if enclose
Income Support or Universal	Entitlement/Award letter – dated within the last 6 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 6 months	
Disability Living Allowance or Personal Independence Payments	Entitlement/Award letter – dated within the last 6 months	
Any other benefit	Entitlement/Award letter – dated within the last 6 months	
Any other income	Relevant paperwork - dated within the last 6 months	

## SECTION 6 – Free Meals

QEII School receives funds for free meals provided that the student or his/her parent are in receipt of one of the following benefits: Child Tax Credit (but not when also receiving Working Tax Credit)/Income Support/Jobseeker's Allowance/Employment & Support Allowance/State Pension Credit/Universal Credit. Children who get paid these benefits directly	Yes / No
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## SECTION 7 – Student Bank Account Details

Name of Bank:	
Name of Account Holder:	
Sort Code:	
Account Number:	

## SECTION 8 – Declaration and Agreement

**Please read the Declaration and Agreement below carefully before signing:**

1. I/We declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct.
2. I/We undertake to supply any additional information that may be required to verify the details given.
3. I/We undertake to inform QE2 of any changes to the information given on this form.
4. I/We understand that any award made is conditional upon attendance.
5. I/We agree to repay QE2 any monies if the information I/We have given is shown to be false or deliberately misleading.
6. I/We understand that the information given on this form may be stored and processed in accordance with Data Protection Legislation.
7. I/We are aware that the funding only covers this academic year, that I/We must apply again next year and that there is no guarantee that funding will be available in future years.

<b>Signed (student if applicable):</b>	<b>Date:</b>
<b>Signed (parent/guardian):</b>	<b>Date:</b>

**Please return this form to the school office or email to [sbm@qe2school.co.uk](mailto:sbm@qe2school.co.uk)**