BURSARIES PROTOCOL

The Bicester School will administer the Bursary Fund awarded with the Education Funding Agency's 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure.

All recording, along with evidence of eligibility, will follow The Bicester School procedures.

Two types of Bursary will be available to young people aged 16-19 who commence their training in the school year.

Discretionary Bursary
This may be awarded on an identified needs basis and at The Bicester School's discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sits fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

- Applicants must be under 19 on 31 August 2026
- Eligibility for Free School Meals will be proof of eligibility for the Discretionary Bursary

Vulnerable Bursary
This category includes young people in care, care leavers, young people in receipt of Income Support/ Universal Credit and Disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance who will be eligible to receive a Bursary of £1200 per year or pro rata in the case of short courses.

- Applicants must be under 19 on 31 August 2026
- Evidence to support the application will be needed such as a letter setting out the benefit to which the young person is entitled, or written confirmation of current/previous 'looked after' status from the relevant Local Authority, or their Leaving Care Review Document.

In both cases the young person will complete an application form and will provide the required evidence as listed above. The application will be processed (upon receipt of the required evidence). If the outcome is unsuccessful, the young person will be made aware of the outcome in writing.
Receipt of the Bursary will be conditional on the young person meeting agreed standards of attendance and behaviour – teachers targets to be met each term and attendance to be over **97%.**

The payments will be split into 3 equal amounts payable across the academic year.

If your attendance does not meet the target rate of 97% then the amount of bursary paid will be reduced and could in fact be a zero payment.

ALET/TBS Complaints Procedure is in place to cover:

- Queries/disagreements over applications for both types of Bursary Funds
- Queries/disagreements over agreed standards of attendance and behaviour
- Complaints should be made in the normal way

Completed Applications should be given to: Main reception or Mr Dan Courtney Head of Sixth form

All applications must reach the school by 5pm on 30th September 2026, only limited funds are available for distribution. If you require any help or assistance please speak to Mr Dan Courtney, Head of Sixth form or Alison Rosier Sixth Form Manager

We aim to inform all applicants of the outcome of their claims by October half term. Activate Learning Education Trust maintain and process personal data (including sensitive personal data) concerning the bursary application for the purpose of carrying out the assessment and payment of the Bursary. By returning a signed copy of this application you consent to TBS maintaining and processing such data in accordance with your rights under the Data Protection Act 1988 and the General Data Protection Regulations.