Safeguarding Statement
Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement
Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

LANGLEY PARK SCHOOL FOR GIRLS

BURSARY POLICY

Approval Body:	Governing Body
Approval Date:	Autumn 2026
Implementation Date:	Autumn 2026
Designated Person (as appropriate):	Assistant Headteacher (Sixth Form)
Committee with Remit (as appropriate):	Governing Body
Review Date:	Autumn 2027

Version History

Version	Approval Date	Summary of Changes
1.1	Autumn 2027	Minor updates

Bursary Policy

Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation they face so they can remain in post-16 education.

There are two types of 16 to 19 bursaries:

Bursaries for defined vulnerable groups

Discretionary bursaries which schools award to meet individual needs

The school receives a set amount of Bursary funding that is then used to collectively support students eligible for bursary. Money is not 'ring fenced' for individual students.

Eligibility Criteria

To be eligible to apply, a student must be aged at least 16 and under 19 years of age on 31 August in the academic year they start their course.

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP). In this case, they may receive a discretionary bursary as long as their eligibility continues and the school considers they need the support to continue their participation.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

Residency

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

Accompanied asylum seekers under 18 with an adult relative or partner, and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children are the responsibility of the local authority and are to be treated as 'looked after' children. Therefore they are eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18-years-old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

Allocations

We make discretionary bursary allocations to institutions that have a 16 to 19 contract or funding agreement each year.

If an institution operates from more than one location across England, or operates through subcontracts, we will make the allocation to the lead office for distribution to each site. You should ensure that students attending provision delivered by subcontractors or at different sites can apply for the 16 to 19 Bursary Fund. The lead institution is responsible for ensuring the Bursary Fund is administered appropriately at each site and at any subcontractor to ensure students can access support.

The methodology for calculating discretionary bursary allocations has 2 elements:

- element 1: financial disadvantage
- element 2: a) student costs to support travel and b) industry placements

Both elements are based on analysis of 2022 to 2023 academic year data, to gauge the underlying student factors that inform an institution's 2024 to 2025 academic year discretionary bursary allocation.

The underlying requirement that institutions make awards based on students' financial needs to participate has not changed. However, to be clear, institutions' local bursary policies do not need to be split into these 2 elements, and they do not need to be referred to. These elements form part of the allocations methodology only. There is no ring fence between the elements and institutions can use the different elements flexibly to support students' needs up to their full allocation.

Element 1, disadvantage, is calculated based on students' home postcodes, matched against the Index of Multiple Deprivation (IMD) 2019. The IMD is a government index that uses statistics on education, crime, health, employment and income to determine how disadvantaged an area is. Financial disadvantage instance values are assigned to students living in the 27% most deprived areas of the country.

Element 2, student costs, is intended to provide a general indicator of the main costs faced by students:

- element 2a calculates an amount of funding for travel to support non-residential students whose home postcode is in the top 60% most deprived areas (based on IMD 2019). The calculation factors in both the rurality of the student's home postcode and distance between the student's home postcode and the delivery location of their learning
- element 2b considers whether the student's industry placement through their participation on a T Level programme qualifies an institution for bursary funding. The calculation factors in whether a student's home postcode is in the top 60% most deprived areas (based on IMD 2019). Only institutions approved to deliver T Levels (up to and including wave 5) in the 2024 to 2025 academic year are in scope for this funding

The explanatory notes that are issued with funding allocations set out the calculation in full.

In a small number of instances, a 'by exception' process will be used. For example, the application of averages may be used where there is no end of year data available. This will be made clear to any institutions affected.

Types of Bursary

LPGS offer two levels of bursary:

Bursaries for young people in defined vulnerable groups

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students may need a greater level of support to enable them to continue to participate. The defined vulnerable groups are students who are:

- in care.
- care leavers.
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year. When calculating the amount, cases will be looked at individually and the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

Discretionary bursaries

Discretionary Bursaries are available to students who fall into any one of the categories below:

- they have a family household income of less than £25,000
- they have a family household income of over £25,000 however special circumstances have been identified

Schools can make discretionary bursary awards to students to help them overcome individual barriers to participation. These will vary from student to student, depending on, for example, changes in household income, the distance they need to travel to the institution and the requirements of their programme of study.

What can the Bursary contribute towards?

- Books, resources or other equipment used for the individual programme of study
- Field trips, educational visits or specific enrichment activities relating to the programme of study
- Stationery
- Clothing or footwear in line with the Sixth Form dress code
- Electronic devices required for study
- Food on days you are at school
- A UCAS or employment application
- Essential travel (where the use of oyster is not accepted)
- Attending industry placements, university interviews and open days.

In the case of items such as ICT equipment and textbooks, schools can specify that the student must return these at the end of their programme of study so they can be used again by another student where appropriate. If keeping equipment on site is the best way of ensuring this happens, institutions have the right to set this as a condition.

Schools set their own eligibility criteria in order to manage the number and size of discretionary bursary awards to keep within their budget. They also retain a small emergency fund from their allocation to support students who face exceptional circumstances during the year that impact on their ability to participate. Unspent bursary funds can only be carried forward for one year. Older unspent funds must be returned to the DfE.

Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

- A copy of the UC or IS award notice, in the student's name.
- Documents such as a tenancy agreement in the student's name, a child benefit receipt, birth certificate or utility bills.
- Written confirmation of the student's current or previous looked-after status from the relevant local authority.
- A copy of the UC claim from Department of Work and Pensions.
- Household income checks for discretionary bursaries can be conducted once at the start of a typical two-year programme, provided students subsequently complete a signed declaration confirming no change in circumstances.
- Emergency meal and travel support can be provided temporarily in cases of severe hardship before a full assessment is completed

Conditions of Funding

To be eligible for the bursary, the student must:

- be punctual to lessons and have above 90% attendance with no unauthorised absences.
- meet the expectations of the LPGS school community.

Students are required to inform the school of changes in their financial circumstances which may affect the bursary.

Schools will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return) and where students have made a decision to withdraw from a study programme.

Application Process

To make an application for the Bursary, students must complete an application via the Applicaa Bursary 16+ system and an email invitation will be sent to students upon enrolment at LPGS Sixth Form. The link needs to be followed and the online application completed by the end of September. Kindly note that the evidence of household income will need to be uploaded into the system.

In October of each year, the Bursary Fund Administrator will organise a meeting of the Bursary Fund panel to consider each claim and make a decision in accordance with the fund policy.

Outcomes as to whether the student has been successful will then be communicated to all applicants.

All successful applicants will then be able to submit claims via the online system and will need to upload receipts of appropriate expenditure.

Payments will be made by the end of each term to the student's bank account by BACS payment and students are also be able to request that the school purchase items needed for school on their behalf.

Appeals must be made in writing to the Head of Sixth Form within four weeks of the panel decisions, clearly stating the reasons for the appeal. An additional meeting of the panel may be called and additional evidence to support the appeal may be required. Please note, the school is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility criteria and who can provide original evidence. All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

Students in receipt of the bursary in Year 12 must reapply (if they are still eligible) for the bursary in Year 13. Funding will not be offered in the absence of the completed application form and full evidence.

Your Right to Appeal

If a student or their family feel that a decision has been made about an aspect of the School Bursary payment that is unfair or wrong, they have the right to appeal via the school's complaints procedure. This is available on the school website and the Bursary Fund Administrator can explain the procedure. The complaint and all of the evidence connected with it, will be considered by the School Bursary Fund Panel. A decision about the complaint will be made and the student will be informed in writing about the reasons for the decision. This decision is then final.

The Bursary Fund Administrator at LPGS is Ms Bidder: cbd@lpgs.bromley.sch.uk

Further Assistance

Should you not be eligible for the bursary but are facing financial hardship, please refer to the other information section on our policies page of the school website.