



16 -19 Bursary Policy

for awareness

Staff reviewer:	Link Governor:	Date signed off at Committee:	Date approved at Board:	Next review date:
Henry Cummins	John Dowell	February 2025	NA	February 2026

16 – 19 Bursary Policy

For the academic year 2025/26

To be eligible, students must meet the age criteria as detailed below and meet residency rules as defined by the Education and Skills Funding Agency for post 16 provision.

EMS is allocated a limited fund each year by the Government to assist students financially with their costs of studying at EMS. Each year the school will assess applications and make awards where possible to support students with these costs. In addition to assessing individual eligibility of students, EMS will endeavour to ensure that the funds go to those who genuinely need them.

Two 16 – 19 Bursary funds are available: the Discretionary Bursary Fund and the Vulnerable Bursary Fund.

16 – 19 Discretionary Bursary Fund

These awards are targeted at students who are facing financial hardship and any bursary received will be dependent on the funds available and the number of eligible applicants.

A student must be aged 16 or over but under 19 on 31 August 2025 but additionally students aged 19 or over are also eligible if either they are continuing on a course they started aged 16 to 18 or have an Education Health Care Plan.

Discretionary Awards will be based on the following criteria:

1. Any student who is eligible for Free School Meals will potentially qualify for a 16 -19 discretionary bursary.
2. A student not in receipt of free school meals but who is from a lower income household as detailed in the application form.

Evidence of lower income must be provided through Universal Credit award notices, P60 statement and self-employed tax returns.

Discretionary awards will only be used to help students meet costs related to participation in their education and the bursary fund is not intended to support costs not related to education, for example, living costs.

All applications from households on lower incomes will be considered. Funds will be allocated according to the greatest need.

Please note: Receipt of bursary funding does not affect receipt of other benefits paid to households, such as Child Benefit, Working Tax Credit or Universal Credit.

Vulnerable Bursary Fund

Students aged 19 or over are not eligible for bursaries for vulnerable groups. You may be able to get a bursary if at least one of the following applies:

- You're in or you recently left local authority care
- You get Income Support or Universal Credit because you are financially supporting yourself

Bursary funds awarded should not form part of the Universal Credit assessment undertaken by the Department for Work and Pensions.

Please note that if the student's financial needs are already met, they may not receive the maximum award. Students will need to submit relevant evidence to satisfy the above criteria before any award application for vulnerable bursary can be made by the school to the Student Bursary Support Service.

Use of Bursary Funds

Bursary funds are intended to facilitate a student's access to education and therefore funds are provided to be spent on the following:

- Transport costs to attend school where this is not provided by the local authority or other authority.
- Books, print credit or other electronic resources to aid learning
- Calculator and possible contribution towards cost of other hardware
- Paper and pens
- Induction week activities Y12
- Contribution towards cost of attending University interview days
- Contribution towards costs of Industry placements
- Contribution towards field trips

Laptops: Please note, due to the finite financial resources available in the bursary fund, laptop requests will only be considered after all other commitments have been met and subject to available funds. (note we had said previously that such requests would not be met).

Awards are subject to the following conditions

- Support is dependent on funds available to school
- Support in a previous year is no guarantee of support in future year(s)
- Continuing students must reapply each year
- We expect you to attend all timetabled lessons
- Eligibility for support is not an entitlement to awards or payments
- If you withdraw from the course, support will cease immediately
- You must inform us of any change in circumstances whilst you are studying at EMS

- Application and supporting evidence must be submitted in full for the application to be assessed and any award made.

Appendix - Funding Thresholds 2025

Up to £26,000 Gross Household Income – eligible for 100% bursary

£26,001 up to £32,000 Gross Household Income – award at the discretion of the School

Bursary Item	Y12 100% bursary	Y13 100% bursary
Calculator	£75	£0
EMS Trips	£100	£100
Induction week	£35	£0
Laptop	£0	£0
Print Credit	£10	£10
Stationery	£20	£20
Textbooks	£30	£30
Travel Pass	£884	£884
Total award	£1,154	£1,044

Please note that awards above are not guaranteed as there are limited funds for distribution.

Equity Analysis

We need to consider each protected characteristic individually and in combination. The interaction of different layers of characteristics is called intersectionality. This recognises that the barriers for each group are not homogenous, and instead are a combination of layers of identity interacting. For further detail or to support the completion of the following, please see our equality and diversity policy.

1. Evidence considered <i>What data or other information have you used to evaluate if this proposal is likely to have a positive or an adverse impact upon protected groups when implemented? Where were information gaps, and what steps can you take to remedy these gaps? Can the RM intelligence Dashboard (student counts) provide any insight into which protected characteristics are likely to be affected by the changes? This policy provides that the bursary is open to all to apply within the criteria stated as per government guidelines.</i>
2. Consultation. <i>How have you consulted staff and student communities and representatives including those from protected groups? What were their views? Who else has been consulted in this proposal? 16- 19 Bursary is a long standing award made annually and therefore has been tried and tested.</i>
3. Promoting equality. <i>Does this policy have a positive impact on equality? What evidence is there to support this? Could it do more? Policy implements government rules regarding this award.</i>

<p>4. Identifying the impact of policies</p> <p>Identify any issues in the document which could have an adverse impact on any people who are protected by the Equality Act 2010. The protected characteristics are:</p> <ol style="list-style-type: none"> 1. Age 2. Disability 3. Gender reassignment 4. Marriage and civil partnership 5. Pregnancy and maternity 6. Race 7. Religion or beliefs 8. Sex 9. Sexual orientation <p>None</p>					
<p>Issue Assessed</p> <p><i>E.g. policy or practice.</i></p>	<p>Protected Group</p>	<p>Impact and Evidence</p> <p><i>What are the possible impacts on people from the protected groups above, and explain how you have made that assessment. Are these impacts positive or negative?</i></p>	<p>Justification</p> <p><i>Can the issue be justified for academic or business reasons? Please explain.</i></p>	<p>Proposed Action/Timeline</p> <p><i>If this has a negative impact, what will you do to reduce, minimise or eliminate negative impact? If this has a positive impact, how will you promote, develop or utilise this opportunity?</i></p>	<p>Person responsible for action(s)</p>
<p>5. Monitoring <i>How will you monitor the actual impact that your proposal has had following its implementation? When will you do this?</i> The bursary application and award process is held on Applica which reports summary information to review data.</p>					
<p>6. Summary <i>Summarise the outcome of this Equality Assessment, and state any actions you will be taking as a result.</i> This policy ensure that government guidance is followed for the benefit of those eligible for funding.</p>					