



# **North Ridge High School**

## **16-19 Bursary Fund Scheme Statement**

### **2025 - 26**

The 16–19 bursary fund aims to help to ensure every young person has access to their studies, unhindered by financial restrictions.

Bursary payments are intended to meet participation-related costs only (e.g. transport, educational visits, books and equipment, open day visits and interviews) and will be targeted at individual students.

There are two types of bursaries available: discretionary and defined vulnerable. The DfE set out the criteria for eligibility for the vulnerable bursary. The criteria for allocation of the discretionary bursary is determined by the school setting.

In all cases, the school setting will determine whether a bursary application is successful.

#### **Eligibility**

- To be eligible to receive a bursary in the 2025-26 academic year you must be aged 16 or over and under 19 on 31 August 2025. Students under 16 would only receive a bursary in exceptional circumstances.
- You must be ordinarily resident in the United Kingdom.
- You must be participating in an educational course, which lasts for 30 weeks or more.

#### **Vulnerable Bursary**

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

Any student who meets these criteria can apply for a vulnerable bursary of up to £1,200; this may be reduced where the school deems it appropriate to do so.

Students must only receive the amount they actually need to participate, and institutions must not automatically award students £1,200, but must provide funding based on actual costs.

Although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, some may not have any actual financial need. This might be because their participation needs are already supported and/or because they have no relevant costs. Schools must refuse a student's application if they have no actual participation costs.

### **Discretionary Bursary**

Discretionary awards are made to those who are most in need and face financial barriers to participation.

The school has based its assessment criteria for which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. This will vary from student to student, depending on, for example, eligibility based on household income, and their actual financial needs such as the distance they need to travel to school/HUB and the requirements of their education e.g. placements.

In order to assess financial need parent/carers are required to provide evidence of eligibility e.g:

- Evidence of household income (Payslips - most recent 3 months or most recent P60)
- Evidence of Self-Employment (Self-Assessment or Certified Accounts)
- Evidence of benefits (Child Benefit, Tax Credits, JSA, UC, ESA, PIP)
- Pension (State, Occupational or Private)
- Other means-tested benefit
- Accounts if self employed

### **How To Apply**

An application form is available on the school website under the Parent/Carers section. The completed application will be submitted automatically via the website, all supporting documentation to be returned to [admin@northridge.manchester.sch.uk](mailto:admin@northridge.manchester.sch.uk). Once completed all applications and supporting documentation will be forwarded internally to S.Read, Business Director.

The Senior Leadership Team will review all applications and make decisions on allocation based on the information provided.

If the application is successful you will be informed in writing by means of an award letter, detailing the total allocation and the payments 'in-kind' to be made.

If the application is unsuccessful you will be informed in writing, detailing the reasons for the decision.

### **Conditions of Payment**

Receipt of both vulnerable student and discretionary bursaries will be conditional on you meeting the following agreed standards:

- At least 95% attendance, unless the absence is authorised
- Adherence to the behaviour and code of conduct policies

Payments will cease if:

- A student is absent for four consecutive weeks (excluding holidays)
- A student withdraws from school, no longer attending North Ridge
- The conditions of payment are breached

### **Payment of The Bursary**

Direct payments to parent/carers will not be made, all bursaries issues at North Ridge will be 'in kind' rather than cash, for example;

- providing funding for school transport
- school meals
- curriculum trips/visits
- support for attendance at college open days
- costs related to work experience/placements