

BIRKENHEAD HIGH SCHOOL ACADEMY BURSARY POLICY 2025/26

Birkenhead High School Academy will administer the Department for Education 16-19 Bursary Fund which provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

We aim to have clear and transparent processes including an appeals procedure. All recording along with evidence of eligibility will in addition follow Birkenhead Academy's procedures/guidelines.

Please use the following link to apply for a Bursary : <https://bhsabursary.applicaa.com/Bursary>

Two types of bursaries will be available to students aged 16-19 who commence their course in the year 2025/26:

- **Discretionary Bursary**

This may be awarded on an identified needs basis and at the Academy's discretion to cover costs such as essential 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 2025
- Evidence of household income below £25,000 must accompany the application prior to assessment. As each application is individually assessed, there may be some flexibility, e.g. consideration would be given to the number of dependants in a household.

Based on the information received and if financial hardship is identified, the learner may be provided/reimbursed with:

- Re-imbusement of essential travel costs upon submission of evidence. e.g. travel tickets/weekly pass
- Contribution toward meal expenditure **in the school canteen**
- Other costs as mentioned above

- **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 £1,200 per year or pro-rata in the case of short courses.

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 addition, if other barriers are identified, learners assessed as being eligible for the discretionary element can also request financial assistance. This could be for essential items of uniform, equipment etc.

In both cases, the student will complete an online application form and will provide the required evidence as listed above. The application will be processed (upon receipt of the required evidence) and the student will be made aware of the outcome.

Receipt of the bursary will be conditional on the student meeting agreed standards of attendance and behaviour.

Birkenhead Academy's Complaints Procedure is in place to cover:

- Queries/disagreements over applications for both the Vulnerable and Discretionary Bursary funds.
- Queries/disagreements over agreed standards of attendance and behaviour.