

Mapledown School



Working and Learning Together

Mapledown School 16-19 Bursary Fund Policy for Defined Vulnerable Groups 2024-25

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1. Introduction

This policy outlines the administration and management of the 16-19 Bursary Fund for defined vulnerable groups at Mapledown School. The fund is intended to help students overcome specific financial barriers to participation in education. Bursary decisions are based on individual circumstances and actual financial needs.

The funding is provided by the Education and Skills Funding Agency (ESFA) and administered by the school. The school carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's Bursary Fund Guide 2024/25. Further guidance can be found at: [ESFA 16 to 19 Bursary Fund Guide 2024 to 2025](#)

2. Objectives

- To ensure eligible students have access to financial support to meet education-related costs.
- To promote equality and inclusion for vulnerable students.
- To manage the fund transparently, fairly, and in line with government guidelines.

3. Eligibility Criteria

To qualify for the bursary for defined vulnerable groups, students must:

- Be aged 16 to 19 years old on 31 August before the academic year in question.
- Attend Mapledown School.
- Belong to one of the following defined vulnerable groups:
 - Young people in care.
 - Care leavers.
 - Young people receiving Income Support (or Universal Credit in place of Income Support) **in their own name.**
 - Young people receiving both Employment and Support Allowance (ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) **in their own**

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name, not their parents or carers, and who have their own bank accounts, as required for direct payments.

4. Application Process

4.1 Application Submission

- Parents/guardians must complete the school's bursary application form, available from the school office or the school's website. Assistance with completing the form can be provided upon request.
- Applications must include evidence of eligibility, such as:
 - A letter from the local authority confirming the student is in care or a care leaver. Photocopies of these documents are acceptable, but originals may be required for verification purposes.
 - Benefit statements (e.g., Universal Credit, ESA, DLA, or PIP).

4.2 Deadlines

- Applications should be submitted by 24 October for the academic year. Late applications will be considered on a case-by-case basis.

5. Allocation and Payment of Funds

5.1 Purpose of the Bursary The bursary is intended to cover education-related costs, including but not limited to:

- Travel expenses to and from School in the event that SEN home-to-school transport is not yet granted.
- School meals, if your young person is not in receipt of FSM.
- Specialist equipment or materials for access to education.
- Uniforms or other essential clothing such as accessible clothing, specialist clothing or special swimwear.

5.2 Payment Methods

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- Payments will typically be made in-kind (e.g., purchase of equipment or provision of travel passes) to ensure funds are used appropriately. Parents or guardians will be informed in writing or via email about the specific in-kind purchases or provisions made for their child.
- Direct payments to students or families will only be considered in exceptional circumstances. These payments will require receipts or proof of expenditure and will be paid into the pupil's bank account.

5.3 Payment Schedule

- Payments will be made termly or as required for specific expenses.
- The school reserves the right to adjust payments if attendance falls below acceptable levels or if the student fails to adhere to their educational plan.

6. Monitoring and Accountability

- The school will maintain clear records of bursary allocations, expenditure, and supporting evidence.
- Funds will be monitored in line with audit requirements, and any misuse of funds may result in the withdrawal of support.

7. Appeals

If an application is declined or a payment is adjusted, students or their families may appeal in writing to the Headteacher within 10 working days of the decision. Appeals will be reviewed by the Senior Leadership Team and Governors and a decision will be communicated within 10 working days.

8. Policy Review

This policy will be reviewed annually to ensure compliance with the Department for Education guidelines and to reflect the needs of our students.

9. Contact Information

For further information or support with applications, please contact:

office@mapledown.barnet.sch.uk / 020 8455 4111

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