

Bursary Policy

2025-26

1 Overview Information

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| Policy Manager: | Director of Marketing, Recruitment and Admissions |
| SLT Manager: | Deputy Principal |
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1. Introduction

This policy outlines the framework for administering the 16 to 19 and 19+ bursary funds at Capel Manor College and adheres to the guidelines set by the Department for Education (DfE) and Greater London Authority (GLA). It aims to ensure fair and equitable distribution of bursary funds to support students who face financial challenges, helping them overcome barriers to participation in education.

2. Bursary Programme Objectives

- To provide financial assistance to eligible students to enable them to participate fully in their education
- To assess and meet the specific needs of each student, based on their individual circumstances
- To adhere to DfE and GLA guidelines regarding the allocation and use of bursary funds

3. 16 to 19 Bursary Funds

There are two bursary types for 16 to 19 year old students in full-time education; the 16 to 19 Vulnerable Young Person Bursary and the 16 to 19 Discretionary Bursary.

To qualify for a 16 to 19 bursary, students must:

- be aged 16 to 19 on 31 August in the academic year in which they start their programme, or be aged 19 to 24 and have an Education, Health and Care Plan (EHCP)
- meet the residency requirements as specified by the DfE
- demonstrate financial need, as evidenced by family income, benefits received, or other relevant financial circumstances

Please also see the additional requirements specific to individual bursary types below.

3.1 16 to 19 Vulnerable Young Person Bursary

Students may be eligible for up to £1,200 across the academic year if they are aged between 16 and 19 and living in care (or are a recent care leaver) or living independently and in receipt of Disability Living Allowance/PIP and Income Support/ESA/Universal Credit.

3.2 16 to 19 Discretionary Bursary

Students aged between 16 and 19 in full-time education with a household income of up to £30,000 per year may be eligible for a Discretionary Bursary. Discretionary Bursaries are means-tested and awarded to eligible full-time students to help meet individual financial needs, for example, to help with the cost of transport, books and equipment.

Students that are 19 and over may be eligible for a bursary if they are either continuing on a course they started aged 16 to 18 (known as being a '19+ continuer') or have an Education, Health and Care Plan (EHCP).

4. Adult Learner (19+) Bursary Funds

19+ students whose household income is £35,000 per year or below could be eligible for a bursary to assist with books, transport or course equipment costs. Adult Learner (19+) bursaries are dependent on household income and the number of College course hours each week.

5. Assessment and Allocation

All College bursaries are designed to help students overcome individual financial barriers to participation in education. Each student's needs will be individually assessed based on their specific circumstances.

Students should only receive and spend College bursary funding to support the actual costs they incur to enable them to participate in their studies. All College bursary funds are awarded to students to help with the cost of essential books or equipment or with the cost of travelling to college, for example. They may also contribute to meals, accommodation, field trips, childcare and other miscellaneous costs incurred as a result of attending College. Bursary funds can only be used to contribute to College tuition fees or material fees in exceptional circumstances.

6. Payments

Flat or fixed rate payments will not be used; instead, support will be tailored to address the specific financial challenges faced by each student. The amount allocated to an individual may vary term by term as a result of government bursary allocations and the level and number of applications for College bursaries.

Bursary payments will be made directly to students via BACS to a nominated bank account or to service providers on behalf of students, depending on the nature of the support

7. Conditions and Monitoring

Conditions for receiving bursary awards will be subject to satisfactory student attendance, student behaviour and engagement with their studies.

- Satisfactory attendance is a minimum of 90% for all timetabled lessons (or authorised absence). More details about student attendance expectations can be found in the Attendance Policy.
- References will be sought from course leaders at regular intervals to confirm continued good behaviour and commitment to the course. More details on student behaviour expectations can be found in the Student Code of Conduct and Disciplinary Policy.

Regular monitoring will be carried out to ensure compliance with these conditions and the College must be informed of any changes to financial or other circumstances provided on an application or withdrawal from a course.

8. Application Process

Students must complete a bursary application form and provide the necessary supporting documentation to demonstrate financial need. Digital applications can be made via the Online Application and Enrolment Portal <https://apply.capel.ac.uk/> under Financial Awards.

We encourage students to submit a bursary application as soon as possible after starting their College course. There is no application deadline and applications will be reviewed by the Admissions team on a rolling basis. You can contact the team via email bursary@capel.ac.uk or telephone 0303 003 1234 (option 2).

9. Publication and Review

This Student Bursary Policy will be published on the Capel Manor College website and made available to all prospective and current students. The policy will be reviewed annually to ensure compliance with DfE and GLA guidelines and to reflect any changes in funding regulations.

10. Further Information

For further details on Capel Manor College funding, please visit <https://www.capel.ac.uk/fees-and-funding/>