

Cambridge Academy for Science and Technology

CAST 16-19 Bursary Fund Policy and Guidance

Owner:	Alistair Easterfield
Review Cycle:	Bi-annually
Approved by:	
Approved on:	To LGB September 2026
Next review due by:	September 2028

The 16-19 Bursary Fund provides financial support to help students overcome the specific financial barriers that may impact on their ability to remain in education. The bursary fund is intended to help students with specific costs that may affect their ability to continue in education, bursary decisions are based on a students' individual circumstances and financial needs.

Funding is provided by the Department for Education (DfE) and administered by the School. CAST carries out a financial assessment of each applicant and administers bursaries in line with the DfE's Bursary Fund Guide and as set out in this policy.

There are 2 types of 16 to 19 bursaries:

Defined Vulnerable Group Bursaries

Students in any of the following groups are entitled to up to £1,200 a year (depending on financial need):

- In care
- Care leavers
- Receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursaries

Discretionary Bursaries are awarded by CAST Sixth Form to help students with costs such as travel, essential books or equipment. As with defined vulnerable groups bursaries, a financial needs assessment is conducted and CAST Sixth Form bases decisions around a student's individual circumstances and financial need.

Students applying for a discretionary bursary should indicate on their application form what they would like to use the bursary funding for. CAST Sixth Form will consider requests for help with transport, books and equipment, field trips and other course-related costs, as well as the costs of attending (or associated with) industry placements, university interviews and open days.

Eligibility and Application Process

For all bursaries, students must be aged 16 or over but under 19 on 31 August at the end of their course of study (i.e. end of year 13).

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme, they began aged 16 to 18, or if they have an Education, Health, and Care Plan (EHCP). Students must also meet the residency criteria in the DfE funding regulations for post-16 provision.

Once students have applied, CAST Sixth Form will assess applications in line with the eligibility criteria set out and will let you know if your application has been successful. CAST Sixth Form bases its decisions according to DfE guidance based upon a students' circumstances and financial need. Awards will vary from student to student depending on, for example, household income, requirements of the study programme, distance required to travel to CAST Sixth Form, available transport options, the number of dependent children within a student's household, relevant participation needs, and any other relevant home circumstances.

If your application is successful, you will be issued with an award letter confirming the amount and type of support you have been awarded and setting out any payment conditions.

Rather than paying money into your bank account, CAST Sixth Form may decide to provide some or all of your award as 'in kind' support, for example CAST Sixth Form may purchase the resources you require, such as a bus pass, laptop, or books, on your behalf.

Please use the form to apply for all bursaries. All applications will be treated in strict confidence.

Timing

Your application should be submitted by **September 25th**. After the application deadline has passed the Bursary Committee (Head of Sixth Form, Head of Pastoral Care and Student Services Officer) will review applications. Students will be notified as soon as possible thereafter of the outcome.

CAST Sixth Form will set aside 10% of its Discretionary Bursary allocation to accommodate changes in circumstance and ensure that requests for funding from students received after October 1st can be considered. Students facing financial hardship at any time during the academic year should apply using the form below.

Conditions

CAST Sixth Form reserves the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.

Please be aware that CAST Sixth Form will stop any payments where a student has been absent for a period of four continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

Where CAST Sixth Form purchases books or equipment, students may be asked to return these at the end of their study programme. CAST Sixth Form may insist bursary payments are spent only on the support that has been identified as necessary to help them participate in education. These details will be specified in the student's award letter.

Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must be provided to establish financial need, as set out in the application form below. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

You must inform the CAST Sixth Form in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances.

All information submitted by students will be treated in confidence and held securely.

Exceptional Circumstances

CAST Sixth Form recognises that it is not possible to cover every eventuality in this policy. In exceptional circumstances, students and parents / carers may apply in writing to the Head of Sixth Form for a Discretionary Bursary. Such applications should outline the specific circumstances and provide supporting documentation. A decision will be taken by the Bursary Committee at the sole discretion of CAST Sixth Form and will be dependent on funds being available.

Payments

Once a Bursary has been awarded, to claim funding relevant receipts must be submitted to student services. Receipts are not required for every bus/train ticket, indicative ones indicating the cost of travel from home to CAST Sixth Form are sufficient, we can then organise payments for each day a student attends CAST Sixth Form. Payments covering expenses will be made into student's bank accounts half termly (October, December, February, March, May & July).

16 to 19 Bursary Fund Application

16 to 19 Bursaries are for students from lower income households where support is necessary to overcome financial barriers and enable participation. This would typically include

students from households in receipt of benefits OR students with an identifiable financial need.

Section A (Personal details)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			
Email address:			

Section B (Defined vulnerable groups)

I provide the following information as evidence of my personal circumstances (please tick as appropriate and attach documentary evidence) – if applicable	
	<i>Tick as appropriate</i>
Written Local Authority evidence of looked-after or care status, or of previous looked-after status.	
For students in receipt of Income Support who are financially supporting themselves / and someone who is dependent on them, a copy of the award notice in their own name.	
For students in receipt of Universal Credit who are financially supporting themselves / and someone who is dependent on them who is living with them, a copy of the award notice in their own name, plus a tenancy agreement in the student's name, a child benefit receipt, a child benefit receipt, child(ren)'s birth certificate, utility bills etc.	
For students in receipt of Universal Credit or Employment and Support Allowance in their own right, a copy of the claim / award notice, plus evidence of receipt of Disability Living Allowance or Personal Independence Payments.	
Other relevant financial evidence relating to household income or circumstances (please specify).	
Information provided is for this purpose only and will be treated in the strictest confidence.	

Section C (Information required for Discretionary Bursaries)

I wish to claim support from the 16 to 19 discretionary bursary funds, and I provide the following information as evidence of my household circumstances (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. Please note you do not have to provide all of the evidence below – any evidence you provide will be taken into consideration.	
	<i>Tick as appropriate</i>
Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.	
Disability Living Allowance, Carers Allowance, or Personal Independence Payments.	
P60 or 2 months' pay slips, or 4 weekly slips dated within 3 months.	
Audited accounts or official tax return or tax credits showing self-employed income.	
Pension – official letter showing an ongoing pension.	
Council Tax Reduction – all pages of an official letter showing ongoing benefit.	
Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.	
Entitlement to any other benefits – housing benefit etc	
Details of any other income / earnings	
Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.	
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Section D (Costs applied for)

Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g. travel, essential books or equipment. (Please note that if you require stationery, we will supply this)	Cost Please note that if you are including transport costs, please specify weekly costs or the cost of a monthly/season bus/rail pass as appropriate
Total costs applicable:	£

NB: For audit purposes all receipts, invoices, etc must be filed with this claim to verify payment.

Section E (Declaration)

I confirm that I have read the attached guidance, and the information provided on this form is correct. I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action. I understand that I may have to repay part, or all of this assistance offered if my attendance, conduct, or progress is not satisfactory. I confirm I consider myself / my child to be in financial need.	
Student signature:	Date:
Parent/Guardian signature:	Date:

Section F (bank/building society details – to be completed by student)

Student Bank/Building Society Details To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form			
Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	
Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially.			

Section G (to be completed by Bursary Fund Administrator)

I have seen the evidence required for the full bursary and have placed copies on the student's files.	
Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	
Actions agreed to reimburse student:	
Administrator name and signature:	Date:
Finance authorisation:	Date:

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