KING EDWARD VI
HANDSWORTH GRAMMAR
SCHOOL FOR BOYS

Bursary Policy 2026-2027

What is the 16-19 Bursary Fund?

The Government announced a bursary scheme to help the most vulnerable 16 to 19 year olds in full-time education.

The scheme is funded by the YPLA (Young People's Learning Agency) for 16-18 years old to provide assistance to students whose access to, or completion of education is inhibited by financial constraints or barriers. The bursary will be paid directly by KEVI HGS into a student's bank account as a form of reimbursement for money spent on school essentials. It is not a loan and does not have to be paid back.

Who is eligible to apply for 16-19 Bursary Funding?

Bursary	**Frequency of payment**	**Criteria for eligibility – students aged under 19 on 31/08/2027…**	**Criteria for continued payment of bursary**
Level 1: £1200 annual payment	After getting 'Awarded' the bursary, payment will be made as and when a student request a reimbursement	• Are currently in care or living with foster carers (as defined by social services) • Are leaving or have recently left care • Are in receipt of Income Support/Universal Credit in **their own name**. • Are disabled and in receipt of Personal Independence Payment (formerly Disability Living Allowance) • Young parents with receipt of Care to Learn • Asylum seekers who meet the residency qualifications. • Refugees (who will have access to 16-19 Bursary Funding if they receive • supportive evidence from DWP).	No change in household financial circumstances. - Have an attendance rate of a minimum of 95% or above - Be punctual to all lessons and registration - Attend all assemblies and enrichment sessions - Complete a leave of absence form in advance for any time you need to take off. - Make satisfactory progress against targets and attend all examinations.

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Level 2: Up to £1,000 annual payment	After getting 'Awarded' the bursary, payment will be made as and when a student request a reimbursement	• Have a gross annual household income of below £25,000	No change in household financial circumstances. - Have an attendance rate of a minimum of 95% or above - Be punctual to all lessons and registration - Attend all study periods, assemblies and enrichment activities - Complete a leave of absence form in advance for any time you need to take off - Make satisfactory progress against targets and attend all examinations
Level 3: Up to £450 annual payment	After getting 'Awarded' the bursary, payment will be made as and when a student request a reimbursement	• Have a gross annual household income of between £25,000 and £30,000	
Emergency **Discretionary:** Various	1 off payment	• Dependent on individual circumstances	This will be subject to funds being available.

You must provide proof that you are entitled to any of these benefits (e.g. official letter from DWP)

Who is not eligible for 16-19 Bursary Funding?

- Students must be aged 16 or over but under 19 on 31/08/28.
- Students who do not meet the residency qualifications

How to apply?

1. **Year 12 students**: To apply for a bursary, you must log in to your Applicaa account, the same account you used to apply for a place at HGS - https://kevihgs.applicaa.com/
2. Once you log in, click on the 'Bursary' button and press 'Click here to go to the Bursary Form'

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3. Select 'Bursary Application 2026/2027'
4. Complete the application form –submit all relevant evidence of household income. Please provide at least three months of evidence to avoid delays in your application and ensure the evidence has identifiable information such as name, and address. If you are working, we need either most recent P.60, or 3 months' worth of recent payslips. If you are in receipt of benefits, such as Universal Credit, we also need 3 months of most recent payments received.
5. The Bursary Team will then review this. The system will confirm which allocation you qualify for (i .e. Level 1 (up to £1200), Level 2 (up to £1,000), or Level 3 (up to £450). You will not receive any payments at this point.
6. Once your Bursary Status is 'Awarded' you need to submit a request for each item you wish to be reimbursed for. You do this within your online bursary account. You must upload electronic or scanned paper receipts. Use this link to log into your Bursary Account: https://kevihgsbursary.applicaa.com/
7. If you are in **Year 13** and have received a bursary in Year 12, log in to your bursary account, click 'Renew Application' and complete the necessary stages. If you have not applied last year, follow the same process as Year 12 Student explained above.

How does King Edward VI Handsworth Grammar School assess applications and allocate 16-19 Bursary funding?

Based on family circumstances and the household income evidence provided, each student will be allocated to a band: Level 1, Level 2, or Level 3.

The 16-19 Bursary Fund is limited, and the school will prioritise allocation to Level 1 eligible students. Following the allocation of funds to students eligible for the Level 1 bursary, any remaining funds will be distributed to students eligible for the Level 2 bursary, and so on.

Eligible students can request reimbursement up to the value of the band to which they have been allocated. The school will reimburse for items essential to the student's education. These items include travel to school costs, stationery materials, trips, uniform, childcare costs (if a student is a Young Parent), textbooks, calculators, university entrance exam fees, travel to Open Days, interviews, etc., and the UCAS registration fee. For Enrichment activities involving off-site sport on Wednesday afternoons, a contribution may be required and the bursary can be used for this.

Here are examples of the sort of things we cannot reimburse; high-end/expensive items including Apple AirPods, iPads, clothing, trainers etc. We will also be unable to reimburse items that are not directly related to your education. If you are in any daubt, it is always best to check with Mrs Bedson before making a purchase. Also, we can get a school discount on laptops, so you should check if these meet your requirements before buying something more expensive yourself.

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The bursary fund is not intended to support costs unrelated to education (living costs), extra-curricular activities or provide learning support – services that institutions give students – such as tutoring.

What criteria must students meet for continued payment of 16-19 Bursary Fund?

Students' performance will be monitored and reviewed termly. Once students submit their reimbursement request with sufficient evidence, the first payment will be made within the first half term of Year 12 and 13.

Level 1 Bursary – students who are in care are guaranteed reimbursement payment of up to £1200 as long as they continue to attend King Edward VI Handsworth Grammar School and are registered on a full programme of study.
Therefore, students must meet the basic expectations of all sixth-form students as outlined in the code of conduct.

Level 2 and 3 Bursary – students will receive bursary fund payments if they:

- Have an attendance rate of a minimum of **95% or above**
- Ensure that all absences **MUST** be properly notified by a parent/carer informing the attendance officer by email/telephone/School Gateway each day of absence.
- Ensure planned absences (e.g. medical appointments, university visits etc) are reported by a parent at least 48 hours before the day of absence. For longer periods of absence, complete a **'request for authorised absence' slip** and return it to Mrs Sandhu (PA to the Headteacher) at least two weeks before the event.
- Be punctual to all lessons and registration, and there should be no **'lates'** reported on the attendance register
- Attend all assemblies and enrichment sessions
- Meet expectations of all Sixth Form students as outlined in the code of conduct
- Make satisfactory progress against their targets and attend all examinations

What is the King Edward VI Handsworth Grammar School Bursary Fund appeals procedure?

If a student wishes to appeal against the allocation of the 16-19 bursary fund, the reasons for the appeal need to be put in writing, along with any documentary evidence and sent to the Deputy Headteacher.

The Appeals Panel will consist of Mr Bird (Assistant Headteacher), Mrs S Ram (Chair of the Governing Body), and one additional governor.

Each appeal will be reviewed on a case-by-case basis against the published criteria for eligibility.