



Sixth Form 16-19 Bursary Fund application and payment procedure

The Gryphon School is in receipt of government 16-19 Bursary funding for the academic year 2025/26. The purpose of the funding is to help individual students overcome barriers to participation in Post 16 education they may face e.g. transport costs, meals, books and equipment. The decision to provide this funding is made annually by the Department for Education and there is no guarantee it will be available in future years.

All 16-19 Bursary Fund applications are assessed based on need. There are two types of Bursary:

Level 1 – bursaries for young people in defined vulnerable groups

Level 2 – discretionary bursaries

Funding for Level 1 bursaries is applied for by the school on a case-by-case basis. 100% of the funding received will be paid to the student.

Funding for level 2 and 3 bursaries is awarded to students as follows:

1. 5% of the total allocation will be retained by the school to cover administration fees.
2. A proportion of the fund will be retained as a contingency to provide support to students who may become eligible for bursary funding during the academic year who are facing extreme financial hardship.
3. The remaining funds will be allocated to students subject to them meeting the eligibility criteria.

The Gryphon School is required to determine the eligibility for the discretionary bursaries it awards. The 16-19 Bursary will only be awarded to a student who is facing genuine barriers to participation.

The deadline for first round Bursary applications for 2025/26 is 22nd September 2025. Applications received after that date may be allocated on a pro-rata basis.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2025-26 academic year the student must be aged 16 or over and under 19 on 31st August 2025.

Students must also satisfy the residency criteria set out in the Education Funding Agency Funding Guidance (*A person on 1 st September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September.*) If you are unsure if you meet this criteria, please speak with the Sixth Form Administrator.

Students should be participating in provision that is subject to inspection by a public body that assures quality and is funded within the relevant guidance. (*Enrolment in the Gryphon Sixth Form satisfies this criteria*).

Bursary funding Levels

Level 1

Award Students who meet one or more of the four criteria below can apply for a bursary for vulnerable groups of up to £1,200. Funding is not guaranteed and is subject to demonstrating a financial need.

The defined vulnerable groups are:

- Students in care
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves or themselves and someone who is dependent upon them and living with them.
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment support Allowance or Universal Credit in their own right. The frequency and amounts of payments will be agreed between the student and the Bursary Awards Panel. Students who believe they are eligible for a level 1 bursary should contact the Sixth Form Administrator for more information.

Level 2 award

Students who have a total household income of less than £30,000 can apply for discretionary level 2 Bursary for educational purposes. These include but are not limited to:

- Transport costs
- Meals in school
- Books and equipment
- Educational trips
- Costs incurred for University Open Days/Interviews
- School uniform including coats, shoes bags up to a value of £150 per year.

The Gryphon School recognises that accessing transport to the school for Sixth Form can be a barrier to participation. In line with the [Dorset Council Post 16 transport assistance policy](#) the costs of school transport for students eligible for 16-19 Bursary Funding will be fully reimbursed. Wherever possible the school will purchase bus passes, equipment etc. on behalf of students. Some items of equipment such as lap tops and photographic equipment are issued on a loan basis and must be returned when the student leaves The Gryphon Sixth form. Flat rate payments can no longer be made to students. Students must complete a claim form and submit this together with receipts for items they have purchased to the Sixth Form office. Re-imbursement will be made by bank transfer to the student's personal bank account.

Payments will be authorised providing the following criteria are met:

- The students' overall attendance is 95% or above (allowances will be made in the event of any school closures). Allowance may be made for students for whom this is not possible e.g. those with chronic or ongoing illness or other special circumstances that the school had previously been made aware of.

- Students must conform with the school's Behaviour Policy.

Each student will have an allocation of funds for the year. In exceptional cases, additional payments may be made available from a contingency fund at the discretion of the Bursary Awards Panel.

Evidence of household income must be attached to the bursary application. Suitable documentation includes:

- P60
- Tax Credit Awards Notice

Both of the above documents must show income for the year ended 5th April 2025

- Universal Credit monthly award notices for June, July and August 2025

All evidence of household income will be held in the strictest confidence.

If you have difficulty in providing the correct documents please contact the Sixth Form Administrator for advice.

Bursary Awards Panel

The Bursary Awards Panel will assess each application, together with supporting documentation, in the strictest confidence. Any student who believes they are eligible for funding from 16-19 Bursary Fund should complete an application form and hand it to the Sixth Form Administrator as soon as possible after admission in September. The closing date for applications for 2025-26 is 22nd September 2025. A student in receipt of bursary funding must inform the Sixth form Administrator of any changes to family circumstances that may affect their entitlement to support during the academic year. Any student who becomes eligible for support after the closing date for applications should contact the Sixth Form Administrator and complete an application form.

The Panel will comprise a member of the Sixth Form team, a member of the Senior Leadership Team and the Finance and Operations Manager.

Appeals against decisions of non-payment

Payments are made directly to the student and it is the student – not their parent - who must contact the school if they wish to appeal against a decision of the panel. Students have the right to appeal to the Head of Sixth Form in all cases if it is felt the payment has been withheld without justification. In these cases the decision of the Head of Sixth Form is final.

End of Year

Students must spend their entire bursary allocation by 30th June 2026. Any unspent 16-19 Bursary Funding will be carried forward to the next academic year.