

MILLOM SCHOOL



Information on the 16-19 Bursary 2025-26

Bursaries are available to sixth form students from September 2025. These bursaries are to provide help with the cost of meals, transport, books, equipment, or other course-related costs.

The Furness arrangements, agreed by Barrow Sixth Form College, Furness College, Ulverston Victoria High School Sixth Form and **Millom School**, are as follows:

Payments will be made in arrears, and only on the basis of full attendance, good timekeeping, satisfactory behaviour and satisfactory completion of work. Two discretionary payments may be made each term for single absences.

There are two types of bursary available;

1. A **Vulnerable bursary** of up to £1,200 to all young people in the following nominated vulnerable group
 - a. young people in care
 - b. young care leavers
 - c. young people in receipt of Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
 - d. young people 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.
2. A **Discretionary bursary** to young people, including those in their first year of post-16 study. These will be dependent on household income. Where household income is below £16967 pa, we **hope** to pay qualifying students the equivalent of £20.00 per week. If funds allow, those with a household income below £12000 pa **may** receive the equivalent of £25.00 per week.

In addition, 'Emergency' payments of small sums at times of crisis e.g. homelessness, any student in need, may be made.

Procedures

Information and Application

- Students will be informed at interview of the procedures for applying for 16 to 19 Bursary funds.
- Qualification will be based on a means test administered by the school (see Annex A)
- Applications should be made on the Bursary application form available from the Finance Office, and submitted to the Finance Office by **Friday 17 October 2025**.
- Further information can be obtained from Mrs Moore, the Director of Learning KS5.
- Applications for 'on course' support (see below) may be made at any time during the year.
- 'On course' applications should be supported by the Tutor for the student.
- Any application must be supported by relevant documents e.g. P60, wage slips, benefits letter, confirmation of address. (See Annex A)

- Successful applicants for the discretionary bursary will be informed by letter.
- 'On-course' applicants will be informed by the Director of Learning KS5.
- Unsuccessful applicants will be advised by letter of the reasons for delay (e.g. because more information/evidence is requested) or rejection.

Appeals against non-qualification for support

If a student's application has not been processed to their satisfaction, they can appeal in writing to the Headteacher, whose decision is final.

Appeals against non-payment

If you are not satisfied with the decision to withhold or defer (delay) payment you should take the following steps:

1. Speak to the Director of Learning KS5 explain why you think you should be paid.
2. If further evidence is required, e.g. a letter from your parents, this will be accepted **but payment will be delayed.**
3. Director of Learning KS5 will check with Form Tutors for any acceptable reason for absence.
4. If your appeal is still rejected, then you need to put your case in writing, again to the Director of Learning KS5 who made the decision. A committee of Pastoral Team members (at least 3 not including the Director of Learning KS5 first involved – who will be present to give a report) will consider your case, and report their decision to you in writing within five days of receiving your appeal. You will be asked if you would prefer to present your case in person.
5. If this appeal is rejected, you should send a copy of your case to the Headteacher. He will ask the Pastoral Team for the paperwork and the reasons for their decision.
6. The Headteacher will make a decision. His decision is final.

Annex A: Means test

A1.1. Students who apply for the bursary will need to provide documentary evidence to show that they fall into one of the nominated groups:

- a. young people in care
- b. young care leavers
- c. young people in receipt of Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- d. young people 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.

A1.2. Students who apply for weekly support to cover the cost of sixth form attendance must show evidence of household income. This must be in the form of:

- Parent/Guardian Form(s) P60 for the previous financial year (2024-25).
- Statements of benefit entitlement and benefit payments (current or within the last 12 months)
- Evidence of wages e.g. pay slips or entry onto bank statements

A1.3. 'On-course' support e.g. in case of emergency; support for Open Day visit, etc must also be supported by evidence. This could include a letter of confirmation, and must include travel receipts where appropriate.

Annex B

B1.1 Allowed absences

Payment may still be made without being discretionary if the absence cannot be avoided. This could include:

- Medical/Hospital/Dental appointment supported by card or letter (from medical source or parent)
- University interviews: with proof
- Open days with letter or other evidence
- Job interviews with proof
- Bereavement/funeral of family or close friend
- Work Experience arranged by college or career related
- Court appearances
- Sport etc representation for school/county/country
- School planned trips
- External exams
- Driving test (practical)
- Hospitalisation/Convalescence less than one week
- Long-term intermittent hospital care
- Genuine (one-off) transport problems
- Emergency care required
- Religious holiday (with parental request or similar)

An Appointment card/letter would be expected to support the absence, except in sensitive cases e.g. of a funeral/ bereavement absence.

B1.2 Not-allowed absences

Payment will not be made, or will be one of the two termly discretionary payments, for the following:

- Driving lessons & theory test
- Holidays
- Part-time job inc. training
- "Personal problems" unless supported by staff.
- Non-emergency appointments
- Sleeping in
- Missing transport
- Family excursions
- Frequent care for sibling/relative

B1.3 Other medical conditions

- For short periods of illness of less than a week, the following principles will be used:
- Staff will exercise positive discretion on the first occasion of short absence i.e. payment is likely to be made.
- Students may be paid for a total of six days absence in an academic year without losing their payment (not including full week absences).
- The above may be used where five days absence covers two payment weeks: in most cases they will not then miss two week's payment.
- The school will have the discretion to pay for sickness absence in excess of the limits set out above in exceptional cases e.g. where a student has a known medical condition.

Pregnancy – Positive discretion will be exercised for genuine absence due to pregnancy and related matters.