



Approved by Academy Trust Board: 8th July 2024



Trustee Committee Responsible:	Finance and Estates Committee
Nominated Lead Member of Staff:	Assistant Principal, Safeguarding and Support and Assistant Principal, Finance and Resources
Status and Review Cycle:	Annually
Current Review:	July 2024
Next Review Date:	July 2025

The purpose of this policy is to:

- Set out guidelines to determine how the 16-19 Bursary Fund (hereafter referred to as The Fund) will be distributed
- Define the responsibilities for The Fund

The aim of the policy is to ensure, as much as possible, that The Fund is distributed fairly and consistently to remove barriers to education for the students most in need of financial support. The Fund will be allocated in line with the guidelines issued by the Education and Skills Funding Agency and therefore this policy will be subject to amendment if these guidelines change.

The Bursary Committee is comprised of the Assistant Principal, Safeguarding and Support, Assistant Principal, Finance and Resources, and the Bursary Co-ordinator, who are responsible for making decisions about the disbursement of The Fund.

The Bursary Co-ordinator is responsible for the day-to-day administration of The Fund, making decisions about straightforward enquiries.

The Bursary Committee will notify applicants about award decisions as soon as is practical and not later than the end of October for applications received at the start of each academic year. For applications made from October onwards, award decisions will be made within two weeks of the receipt of the application.

The Assistant Principal, Safeguarding and Support will be responsible for the decision to withhold payments if attendance, behaviour or commitment do not meet acceptable standards.

The Assistant Principal, Finance and Resources is responsible for the overall financial management of The Fund, including ensuring the annual grant income for The Fund is fully awarded to students in financial need.



All students are required to apply to The Fund via an online application portal which is available via the College website, or via Godalming Online. This online portal is hosted by PayMyStudent.

There are two distinct categories within The Fund:

- 1 Vulnerable Bursary Fund
- 2 Discretionary Bursary Fund

Vulnerable Bursaries are for students who meet the criteria of being in a defined vulnerable group and can demonstrate financial need. Such students will be given an award of up to £1,200 a year, directly into their bank accounts.

Discretionary Bursaries are for students with an annual household income of less than £30,000 per

