



## 16-19 BURSARY FUND

### About Tonbridge Grammar School 16-19 Bursary Fund.

Tonbridge Grammar School receives funding from the Department for Education (DfE) to administer the 16-19 Bursary Fund. The funding will be targeted to students who are facing a financial barrier to participation in the complete education experience at Tonbridge Grammar School. The funding award can be used to fund transport to school, trips, books, suitable clothing, equipment, and school provided meals. Evidence of these costs will be necessary to apply for the funding. The School also benefits from the support of the Debney Endowment Trust that enables support for a wider range of students and activities.

Types of bursaries available:

#### 1. **Vulnerable Bursary**

Young people in care, care leavers, young people in receipt of Income Support and young people who are in receipt of both Disability Living Allowance *or* Personal Independence Payments and Employment Support Allowance are eligible to receive up to £1,200 per annum. Written evidence of such status must be provided to confirm eligibility. The School will, on receipt of the necessary evidence, complete a 'Vulnerable Bursary' claim form.

#### 2. **Discretionary Bursaries**

Designed to support students who are in financial need. Students must be aged 16 and under 19 on the 31<sup>st</sup> August before the academic year in which they start their programme of study. If they turn 19 during the academic year, they will continue to be eligible until their programme of study ends or the end of the academic year, whichever is the sooner.

The student must satisfy the residency criteria. We can check this for you. Detail of how to claim can be found via this link <https://www.gov.uk/1619-bursary-fund>

In order to target the students in greatest need, the School has set out the following financial evidence to assess the Discretionary Bursary:

- a) Gross Household Income less than £30000 per year\*
- b) Tax Credits
- c) Income Support
- d) Disability Allowance
- e) Job Seekers Allowance
- f) Guaranteed Pension Credits
- g) Free School Meals entitlement / other financial circumstances

\* The "household income" will include all adults living within the dwelling and must be the legal address for the student held on the School's records. Where circumstances change it is the responsibility of the student/parent/carer to advise the School. In some circumstances eligibility for the award may be withdrawn.

Support is also available to students who were in receipt of the Pupil Premium Grant in Year 11. but may not be eligible for the DfE Bursary. This additional support is made possible through the Debney Endowment Trust.

Applicants are required to tick all relevant boxes in the application form to enable the School to check eligibility and ensure the support is assigned to the correct source of funding. This will be determined by the Finance Office based on the responses on the application form.

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### 16-19 Bursary Fund

Date of last review: December 2025

Tonbridge Grammar School

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## **What the DfE Bursary Fund can support**

The DfE Guidance on the use of Bursary Fund states that is intended to help with transport, books and equipment, field trips and other course-related costs, work placements and university interviews/open days at the School's discretion.

The DfE Bursary Fund is not intended to:

- provide learning support – services that schools give to students – for example, counselling, mentoring or extra tutoring
- support extra-curricular activities where these are not essential to the students' study programme
- support general household incomes

The Bursary Fund supports the TGS Sixth Form Promise which aims to remove financial barriers to participation in the full TGS Sixth Form experience. It is supported by the Debney Endowment Trust. The Promise provides:

- Support towards the cost of travel to school (equivalent to the cost of the Kent Young Person's Travel Pass).
- A grant towards the cost of clothes required by the TGS Sixth Form dress code.
- Increased individual access to IT through the provision of a laptop.
- Essential equipment for lessons - e.g. textbooks, revision guides, a calculator, folders and stationery and a lab coat if required
- Free music tuition and loan of an instrument
- Free trips forming a part of the sixth form curriculum e.g. field trips
- A contribution towards one international trip.
- Free access to individual advice and guidance in relation to career planning.
- Support towards the cost of Higher Education visits and interviews

Thanks to further support from the School's Debney Fund, eligible students also qualify for a contribution of £500 towards university or apprenticeship set-up costs when their final pathway and destination is confirmed.

Schools must manage the number and size of discretionary bursary awards to keep within their budget. Therefore, the value for each part of the promise may vary from year to year depending on the number of eligible students requesting support. We aim to retain a small emergency fund from our bursary allocation to support students who face exceptional circumstances during the year due to a change in their situation, if it impacts on their ability to participate in education.

## **Application Process**

Applications are welcomed from the summer of the preceding academic year. Initial applications for the bursary should be submitted by the end of September. This is so an assessment can be made of the overall level of demand holistically and discretionary awards can be made on a fair basis. However, a student's circumstances and needs may change later in the year, so there is no absolute cut-off point for applications and further requests for support can be made throughout the year.

You will be informed if your application has been successful and the amount of the bursary as soon as possible so that funding can be made available.

## **Payment of and value of Award.**

Normally payment will be made in-kind e.g. bus pass, meals and other school activities. In other circumstances e.g. purchase of a train pass – payment will be made into the student's bank account except where, with evidence, another person has made the purchase. The School will award students whatever they feel is required to ease the financial barriers to learning, within the limitations of the funding provided by the DfE. Students will be assessed individually and offered a bursary based on their financial need.

All claims made and evidence provided will be retained in case of audit by government officials and will be kept locked in a secure and confidential area within the School. Access to this information will be strictly limited to the Awarding Panel (which is comprised of the Head of Sixth Form, the Pupil Premium Coordinator and the Deputy Head Teacher) and DfE officials.

### **In Year Changes to circumstances**

Where a student is aware that either they are claiming the bursary and his/her financial situation has changed such that they are no longer eligible, they must notify the Finance Manager in writing, stating details, as soon as they are aware of this fact. If evidence arrives at the School to suggest circumstances have changed the School reserves the right to enquire about this and can request further evidence from the household occupants to support the claim. Where this is unreasonably withheld or confirms ineligibility, the bursary payments will cease with immediate effect.

Where a student falls into financial hardship and believes they are now eligible for the bursary, an application can be made by completing the application form and again providing all the necessary evidence. The forms will be reviewed as soon as possible. The value of the award may be pro-rata for the year. The award cannot be back dated beyond the current academic year.

### **Appeals Process**

If a student is unhappy with the assessment of eligibility, or the withholding of payment due to poor attendance or behaviour, an appeal can be made in writing to the Head Teacher. All appeals will be reviewed and responded to within 10 working days of receipt of appeal request. The value of the award given cannot be challenged.

### **Annual Review of Policy**

The Bursary is for *one* academic year and a new application is required for further years.

**The policy will be reviewed annually or when required if DfE guidelines change.**

### **16-19 Bursary Fund**

Date of last review: January 2024

**Tonbridge Grammar School**

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#### Part 4: Bursary Application

If any of the following circumstances apply to you, please tick all relevant boxes below:

##### 1: Vulnerable Bursary of £1,200 per annum

- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 in receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- You are 16-19 in receipt of Employment and Support Allowance or Universal Credit and disability Living or Personal Independence Payments in your own right
  
- I confirm that I wish to apply for a Category 1 (Vulnerable Bursary) of £1,200 per annum**

You can now move on to Part 5 of the form and tell us about the support that you require

##### 2: Discretionary Bursary

Type of Income	Evidence Required
<input type="checkbox"/> You qualified for the Pupil Premium Grant in Year 11	<b><i>By ticking this box, you are giving permission for us contact your previous school if you are joining TGS. No further evidence required if you were a TGS student</i></b>
<input type="checkbox"/> You are currently in receipt of Free School Meals (FSM).	<b><i>You do not need to provide additional evidence as the School has records of your FSM status.</i></b>
<input type="checkbox"/> Your gross household income is less than £30,000 per annum	<i>Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips. If self-employed, provide audited accounts or official tax return</i>
<input type="checkbox"/> Working Tax Credit / Child Tax Credit	<i>Pages 1-4 of your most recent Tax Credit Award</i>
<input type="checkbox"/> Universal Credit	<i>The 3 most recent monthly award statements indicating current payment schedule showing the amounts received.</i>
<input type="checkbox"/> Other Benefits/Pensions (specify)	

You can now move on to Part 5 of the form and tell us about the support that you require.

## Part 5: Support Requested

The DfE does not recommend that large or lump sum bursary payments are made to students. The School follows this advice and therefore offers individual support as outlined below. Please complete the table below to indicate how you wish to receive your bursary funding, if approved

Type of support requested	Tick if requested	Amount £
<p>Support towards the cost of travel (the amount of support will be assessed on an individual basis). Please tick how you travel to school and provide details as requested below:</p> <p><input type="checkbox"/> By Bus <input type="checkbox"/> By train</p> <p>If by train, please provide details of the most cost-effective option including student railcard discount:</p> <p>Station: _____</p> <p>Cost per day with railcard discount x no. of days attending: £ _____ (Assumes 100% attendance and does not include the period after public examinations).</p> <p>Equivalent annual season ticket price: £ _____</p> <p>Please enter the amount for the most cost-effective option in the right-hand column.</p>		£
<p>Uniform Costs – <b>Max £200</b> (Please enclose receipts/evidence of costs if already purchased)</p>		£
<p>Stationery/Equipment <b>Max £50</b> (Please enclose receipts/evidence of costs if already purchased)</p>		£
<p>Textbooks and revision guides recommended by teachers</p>		£
<p>Calculator</p>		£
<p>Music Tuition at TGS</p>		£
<p>University-related Trips (please enclose details of university, receipts/evidence of costs)</p> <p><input type="checkbox"/> University Open events/Offer Holder Days (maximum 2 per year) <input type="checkbox"/> University Interview Visits (maximum 5 per year)</p>		
<p>Curriculum-related Trips (Please provide details below):</p>		£
<p><b>Total Support Requested</b></p>		£

**Part 6: Student Payment Details (BACS)**

Name of Bank	
Bank Branch	
Account Holder's Name	
Account Number	
Sort Code	

**Part 7: Declaration***Please Tick:*

- I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.
- GDPR consent: I agree to the School using the above data to assess my application and if successful make payments to me. (This form and associated paperwork will be shredded three years after a student leaves the School).

Signature of student	
Signature of parent	
Date	

**Remember:**

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence, please contact the Finance Office to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

**Please return this form to the School Office marked '16-19 Bursary Fund' or post to:**

TGS 16-19 Bursary Fund  
 Tonbridge Grammar School  
 Deakin Leas  
 Tonbridge  
 Kent  
 TN9 2JR

If you need any additional information, help completing the application form or further support, please contact the Finance Office, in confidence.

**For Office Use Only:**

Form checked by:		Date:	
<input type="checkbox"/> Category 1 Vulnerable Bursary <input type="checkbox"/> Category 2 Sixth Form Promise (Debney) <input type="checkbox"/> Category 3 Discretionary			
Approved by:		Date:	