

# Bursary Policy

2025/26

Policy Information	
Date of issue	July 2025 for implementation in the 2025/26 academic year
Date of next review	July 2026
Person responsible for review	Catherine Mordue Head of College
Ratified by:	Governing Body July 2025

## **Policy Monitoring, Evaluation and Review**

This policy has been developed as a collaboration between the college team, senior leaders, and local governors. This policy will be promoted throughout the college. The college team and staff will take a key role in regularly monitoring and evaluating as well as reviewing the policy annually. This policy along with other college policies will be available on the college website.

### **Purpose:**

This policy provides a detailed description of the criteria for eligibility to the bursary fund, and how we allocate awards.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. This policy should be read in conjunction with the [government bursary funding guide, 2025/2026](#)

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries which institutions award using policies they set, in line with the ESFA funding rules

## **Who is eligible for 16-19 Bursary Funding?**

### **Eligibility criteria: all bursaries**

To qualify for any of the College bursaries you must:

- Be aged between 16 and 18 on 31st August 2025
- Meet residency criteria (if you have any queries, please get in touch with [contact@toothillcollege.co.uk](mailto:contact@toothillcollege.co.uk)).
- Enrol on a government funded programme of study (all our courses at the college are government funded).
- Have your own bank account – students **must** have a bank account in their own name, we are unable to make payments into anybody else's account.

### **Eligibility criteria: bursaries for young people in defined vulnerable groups**

For vulnerable groups bursary, students must meet the eligibility criteria. You could receive up to £1,200 per academic year if:

- You are a young person in care, including unaccompanied children seeking asylum.
- You are a young care leaver.
- You are a young person receiving Income Support or Universal Credit in your own right.
- You are a young person receiving Income Support or Universal Credit in your own right.

If you are living independently and not on Income Support we may still be able to offer you financial support.

- Weekly instalments are paid into the student's bank account
- You may also be entitled to either the Discretionary Bursary or the Discretionary Bursary & Free Meals

### **Eligibility criteria: discretionary bursaries**

The ESFA permit institutions to set their own eligibility criteria for discretionary bursaries. In all instances, even where you meet the criteria below, the award is based on actual financial need. Students must explicitly set out their needs at application stage.

Eligibility Criteria	Evidence required with your application
<p>You have a household income of £35,000 or less after deductions</p> <p>OR</p> <p>You are eligible for Free School Meals</p> <p>OR</p> <p>Your household is in receipt of income-based means tested benefits listed in the evidence section</p> <p>If you qualify for any of the above, you may be entitled to up to 100% of the cost of:</p> <ul style="list-style-type: none"> <li>• Free Travel by bus or train.</li> <li>• Free Meals</li> <li>• DBS Checks</li> <li>• Sports Kit – where needed for your course</li> <li>• Essential Course Equipment</li> <li>• Books</li> <li>• Educational Visits</li> </ul> <p>Households with annual incomes of above £35,000 less deductions may be considered where a student is facing exceptional circumstances and financial need is explicitly demonstrable.</p>	<p>FSM eligibility confirmed to Toot Hill School/College through Nottinghamshire County Council Certified letter from the DWP.</p> <p>P60 (additional evidence will also be required).</p> <p>Self-Employment Income evidence.</p> <p>Universal Credit - 3 most recent monthly award statements, in order to estimate assumed income for a full year.</p> <p>Pension Credit</p> <p>Tax Credits (Child Tax Credit and Working Tax Credit)</p> <p>Housing Benefit</p> <p>Council Tax Support</p> <p>Social Fund (Sure Start Maternity Grant, Funeral Payment, Cold Weather Payment)</p> <p>Other means tested certification.</p>

### How will Toot Hill Sixth Form College assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the college will prioritise allocation.

An application can only be assessed where all the evidence of household income has been presented via the online app.

### School Meals

The 1996 Education Act requires maintained schools and academy sixth forms to provide free meals to disadvantaged students who are aged over 16. Institutions receive funding at a rate equivalent to £2.41 per student per meal. Toot Hill 6<sup>th</sup> Form college have assessed the cost of a full meal at Toot Hill 6<sup>th</sup> Form at £2.90 per day. The bursary funds will be used to top up the free school meal allowance. This offer will be extended beyond those qualifying for FSM where a bursary application demonstrates actual financial need.

### Travel Costs

Travel costs will be considered on a case by case basis for eligible students.

### Technology Costs

Laptops are offered through the bursary on a loan basis. These laptops are chromebooks and should be returned at the end of their studies.

### Course costs

We have analysed our annual courses costs and will use the information below to aid us in making decisions on awards. We anticipate around £10 per subject for stationery costs.

Subject	Text book/course book costs:	Total course costs:
Art and Design	One sketchbook needed: Square sketchbook £5, A3 sketchbook £5 and A2 sketchbook £10 subject to change Course contribution of £20 which will include the cost of specialist equipment and materials throughout the year. Art trip - £20 approx.	£50
Biology	Nelson Thornes A level Biology- £42 (amazon) Scientific calculator- £15 Field Trip costs - £300 (approx.)	£357
BTEC Engineering	BTEC National Engineering Student Book - £35 BTEC Engineering Revision Guide/Workbook £30 Scientific calculator - £15	£80
BTEC Sport	Revise BTEC National Sport and Exercise Science Revision Guide - £19.75	£19.75
Business Studies	<a href="https://www.cgpbooks.co.uk/secondary-books/as-and-a-level/business/buar74-new-as-a-level-business-aqa-complete">https://www.cgpbooks.co.uk/secondary-books/as-and-a-level/business/buar74-new-as-a-level-business-aqa-complete</a> £21.99	£21.99
Chemistry	AQA Chemistry: A Level (AQA A Level Sciences 2014) - £34.99 (amazon.co.uk) A-Level Chemistry for AQA: Year 1 & 2 Student Book (CGP) - £35.15 (amazon.co.uk) Scientific calculator - £15 Uni of Nottingham Spectroscopy workshop - £5 (approx.)	£90
Core Maths/Level 3 Mathematical Studies	Casio classwiz Fx-991CW calculator £20.74 from school via Scopay	£20.74
Economics	<a href="https://www.hoddereducation.com/subjects/economics/products/16-18/pearson-edexcel-a-level-economics-a-fifth-edition">https://www.hoddereducation.com/subjects/economics/products/16-18/pearson-edexcel-a-level-economics-a-fifth-edition</a> £48	£48
English Literature	A (Cambridge) Shakespeare Text £8.75 The Great Gatsby (Wordsworth) £3.99 The Handmaids Tale (Vintage) £8.46 Cat on a Hot Tin Roof (Penguin Modern Classics) £8.40 Skirred Hill £8.99 OR Feminine Gospels £8.60 All text will be needed in Y12 (Gatsby, Cat and Handmaids in Sept) and these editions are requested so they can navigate through the exam copies.	£30
English Language and Literature	The Great Gatsby (Wordsworth) £3.99 The Handmaids Tale (Vintage) £8.46 A Streetcar Named Desire (Penguin Modern Classics) £8.40	£21
French	French L 'Étranger (novel) – £8.45	£94

	Optional translation – The Outsider £3.99 L 'Étranger (study guide) - £14.50 Intouchables film – £8.99 (YouTube) Intouchables study guide - £14.50 AQA Grammar and translation workbook – £10.50 Edexcel grammar practice - £12.48 University of Warwick Languages taster day £20 approx.	
Further Maths	Cambridge A Level Further Maths for AQA Student Book 1: £27.85 Cambridge A Level Further Maths for AQA Student Book 2: £27.85 Cambridge A Level Further Maths for AQA Mechanics: £27.85 (prices are RRP) Casio FX-991CW Advanced Scientific Calculator (UK Version) £35.99 or £20.74 from school via Scopay [Optionally: Casio FX-CG50 Graphic Calculator (UK version) £139.99]	£105 - £224
Geography	Geography field trip to St Ives for NEA data collection - £450	£450
Health and Social Care	My Revision Notes: Cambridge Technical Level 3 Health and Social Care by Judith Adams - £19.99	£19.99
History	The Cold War c1945-1991 (Oxford A Level History for AQA) - £32.50 The Tudors: England 1485-1603 (Oxford A Level History for AQA) - £34.99 My Revision Notes: AQA AS/A-level History: The Cold War, c1945-1991 - £12 My Revision Notes: AQA AS/A-level History: The Tudors: England, 1485-1603 - £12.50 London trip - under £50 approx.	
Law	OCR A level Law 2nd Edition £44, Tutor 2U law of contract, tort and criminal x2 total - £40	£84
Maths	Cambridge A Level Mathematics for AQA Student Book Year 1 - £33 approx. Cassio classwiz Fx-991CW calculator £20.74 from school via Scopay.	£53.74
Media Studies	A phone with a good camera is useful 3 months access to Netflix when studying crime drama in year 12 - £21 approx. depending on package The Harry Potter Experience - Media workshop and how to work in the industry. Costs TBC approx. £50	£71
Music	Miniature score to support their learning. Approx. £30 in total per student. Students have their own instruments. We provide software at school, but this can be £8.95 a month if student subscribe with education discount to work at home. London trip - £70-£75 Nottingham Orchestra trip - £40	£210
Philosophy	AQA A-level Philosophy Year 1 and AS: Epistemology and Moral Philosophy, Hodder Education - £34 AQA A-level Philosophy Year 2: Metaphysics of God and Metaphysics of Mind - £34	£68

Physics	AQA Physics A Level Student Book £44.60 AQA A Level Physics Revision Guide £16.36	£61
Physical Education	My Revision Notes: OCR A Level PE; Second Edition - £19.99 Y12 Wimbledon Trip in July -£90 (not course specific but an enrichment opportunity)	£110
Politics	AQA A-level Politics: Government and Politics of the UK, Government and Politics of the USA and Comparative Politics £44 Political ideas for A Level: Liberalism, Socialism, Conservatism, Feminism, Anarchism 2nd Edition - £15.99 AQA revision guides available for each of the three topics are £12.50 such as - My Revision Notes: AQA A-level Politics: Political Ideas Second Edition London trip – under £50 approx.	£150
Psychology	AQA psychology 2nd edition Green haired girl student book (year 1) £24 Pink haired girl student book (year 2) - £24	£48
Sociology	AQA A-LEVEL Sociology Book 1+2- Napier Press Sociology £23.99 each Childhood Museum - £20	£43.99
Spanish	Spanish La casa de Bernada Alba - £9.39 La casa de Bernada Alba study guide - £14.50 Volver – £8.99 (YouTube) Volver study guide - £14.50 AQA Grammar and translation workbook – £10.50 University of Warwick Languages taster day £20 approx.	£78
Vocational Business	No course costs	£0

### The Bursary Working Group

The Bursary Working Group will meet to consider applications at all levels. The Bursary Work Group will usually comprise the Head of College, the Pastoral Lead for College and the College Business Manager. Decisions will be based upon information about a student's individual circumstances with the amount awarded based on actual financial need.

Students who are awarded the bursary will use the bursary app to claim by providing evidence of receipts, payments, orders raised, trip letters etc. The amount a student will receive per year will be dependent upon travel costs, course needs and other potential costs linked to work experience etc.

Students should complete an application via the bursary app by the deadlines below:

New Intake Year 12 2025/26	Year 13 2025/26
Sunday 21 <sup>st</sup> September 2025	Sunday 14 <sup>th</sup> September 2025

Late applications after the September deadline, if successful, may not have payments back dated.

Decisions will be returned to students within 10 days of the deadlines stated above, or within 7 days for applications made at any other time of year following a sudden change in household circumstances.

The college has the right to withhold financial assistance where pupils do not comply with any of our policies or admission agreements. It should be noted that if attendance slips below 90% we can withdraw the bursary support given.

**Students and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Governance Professional who will follow the Nova Education Trust's complaints procedure. [TRaooof@toothillschool.co.uk](mailto:TRaooof@toothillschool.co.uk) FAO Chair of Governors.**

**All payments are made by BACS into the student's bank account.**

Payments will be subject to review by the bursary working group. A new application must be made at the start of each academic year. Receipts are required for all physical goods or services for which bursary funding has been used, these must be submitted via your account on the Bursary app.

**Changes in circumstance during the academic year**

A small contingency amount is retained by the academy from the overall bursary fund so that some support may be available in the event of a sudden deterioration in the financial circumstances of a student. In these circumstances, students can submit in year applications and the Bursary working group will meet to assess these applications on an ad-hoc basis.

**Confidentiality**

We understand that some students may be reluctant to apply for a bursary because we are asking for sensitive personal information. We wish to assure families that we protect the confidentiality of the information provided under the Data Protection Act 2018. We store the application forms and supporting documentary evidence securely and access to this information is carefully controlled. Only a small number of staff will have access to your applications.

**If you can evidence financial need, here are some of the costs we could help you with**

- Free Travel by bus or train.
- Free Meals
- DBS Checks
- Sports Kit – where needed for your course
- Essential Course Equipment
- Books
- Educational Visits
- University visits
- Work Experience costs
- DBS Checks
- Laptop loan
- UCAS costs