

<b>Last Reviewed:</b>	May 2025	<b>Next Review:</b>	May 2026
<b>Review Period</b>	Yearly		
<b>Reviewed by:</b>	LGB		

## **A. Bursary Fund for Vulnerable Students**

A bursary of up to £1,200 a year is available through application only for young people in the defined vulnerable groups listed below. **The actual amount allocated will be dependent on the specific claims made by the student within for the set windows throughout the year.**

- In Care
- Care Leaver
- A student is in receipt of Income Support or in receipt of Universal Credit
- A student is in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or in receipt of ESA and Personal Independence Payment

To enable you to apply for the Vulnerable Bursary a funding claim form needs to be completed by the school for submission to the DfE and evidence of eligibility from the checklist below will be required.

### **Eligibility Checklist**

- Copy of student Benefits Received/P60
- Tax Credit Award Notice or evidence of self-employment income
- No unauthorised or unexplained absence (the Headteacher will sanction what is unauthorised or unexplained).
- A standard of behaviour consistent with your Home School Agreement

A percentage of the above Bursary Award may be used by the school to purchase “in kind” items needed for course related costs such as transport pass, field trips, books.

## **B. Discretionary Awards**

All decisions about which students receive a discretionary bursary and how much bursary they receive, will be based on each student’s individual circumstances and their actual financial need.

### **Discretionary Award Level 1**

This will be issued to students in ways that best fit their needs and circumstances for example those in receipt of free school meals or other exceptional circumstances such as where a young person is providing care to a sick or disabled relative.

### **Eligibility Checklist**

- Free School Meals
- Family in receipt of benefits or Tax Credit (evidence must be provided)

- No unauthorised or unexplained absence (the Headteacher will sanction what is unauthorised or unexplained).
- A standard of behaviour consistent with your Home School Agreement

## **Discretionary Award Level 2**

### **Eligibility**

- Those who do not qualify for a Discretionary Award Level 1 but have an identifiable financial need (supporting documentation will be required)
- 100% attendance at school (no unauthorised or unexplained absence)
- A standard of behaviour consistent with your Home School Agreement

### **The Process**

You should apply for a Bursary or Discretionary payment as soon as possible. The deadline for Autumn Term Applications is Friday 19<sup>th</sup> September 2025.

If you believe you are entitled to Free School Meals, parents/carers should apply online at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)

You may request an application form from the Sixth Form Office by emailing : [smithde@verulam.aetrust.uk](mailto:smithde@verulam.aetrust.uk)

Please note all approved funding will be reviewed for eligibility on a termly basis.

If you require any further information, please go to the Department of Education website or telephone your Sixth Form Office.