



DBF Policy

The 16-19 Discretionary Bursary Fund supports students facing financial hardship in further education

Document History

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Version	Version Date	Author	Summary of Changes
V0.1	May 2025	Selina Wyatt	Policy reformatted using new template
V0.2	November 2025	Emma Young	Amounts awarded to students updated

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1. What is the Discretionary Bursary Fund?

Thomas Alleyne's intention is that all pupils, irrespective of their background or the challenges they face, make good progress and achieve high attainment in their post16 education. The Discretionary Bursary Fund is funded by ESFA (Education & Skills Funding Agency) and is designed to limit financial constraints and barriers for students aged 16-19 years, to access Sixth Form studies.

The bursary fund can be used to provide financial assistance with essential study costs. You can bid for funding for any of the areas stated below:

- Transport to and from school
- Purchase equipment, stationery, textbooks, resources, materials for your course/s
- Electronic equipment, such as laptops*
- Participate in a visit/ field trip/ trip which forms an integral part of your course
- To purchase clothing to adhere to our dress code
- To purchase lunch from the school canteen

*Please note that any electronic equipment purchased by the fund must be returned at the end of the study programme.

The bursary fund cannot be used to support non-related educational costs – such as extra-curricular activities, learning support or external provisions i.e. – counselling.

2. Who is Eligible?

A student must be aged 16 or over but under 19 on 31 August 2025 to be eligible for help from the Bursary Fund in the 2025 to 2026 academic year.

If your parental income is below £27,000 per annum, you are a full-time student and you are fulfilling the Thomas Alleyne's Sixth Form Learning Agreement you may be eligible for funding from the Discretionary Bursary Fund.

You can also apply if you are considered to be a carer for another person.

Any student who would have been classified as a pupil premium student automatically qualifies for the DBF.

3. How Much Funding is Available and When Can I Apply?

If you qualify you will be able to apply for funding at any time during the 2025-2026 academic year.

Up to £100 will be allocated to each subject a student studies for the department to decide what resources will aid the students learning. If a student is studying a BTEC course £100 will be awarded for each A-level equivalence. Students can use the remaining funding towards transport costs, purchasing additional course texts, software, revision guides, art supplies etc, or towards trips, uniform or meals purchased from the school canteen.

3.1 Bursary Costs

Eligible Items	Award	Paid by
Travel For students at least 3 miles from the school.	A maximum award of £3.50 per day.	Half termly into bank account.
Books Compulsory books and texts linked to the courses studied.	Up to a maximum of £200 per student.	Reimbursement to student or payment to department.
Meals Food and drinks purchased from the school canteen.	Up to a maximum of £4.50 per day.	Monies added weekly to student's school canteen account therefore reimbursements to catering company.
Enhanced DBS Check For Health and Social Care students and work experience students.	One off award of £49.50.	Reimbursement to student, Sixth Form or department.
Compulsory Educational Visits Costing £100 and over (not payable for university visits).	Full payment if below £150, 50% if above, up to a maximum award of £200.	Reimbursement to school department.
Exam Re-sit Fees and script recalls and reviews	Award of £50 per subject.	Reimbursement to school department.
University Costs To include UCAS, travel for open days, academic tests.	Up to a maximum of £200 per student.	Payment direct to student for reimbursement or payment to Sixth Form.

Equipment/Materials/Uniform Support for specialist compulsory equipment and uniform purchases where required.	Materials and uniform – 100%. Equipment – 100% of cost up to a maximum of award of £200. Electronic equipment, such as laptops returned to the school at the end of the study programme – 100% up to a maximum cost of £400.	Reimbursement to student or payment to department.
End of Year Prom Students to receive 1 fully paid ticket each.	Students will receive an end of year Prom ticket.	Reimbursement to student or Sixth Form.

3.2 Payment of funds

Successful applications must request items to purchase within the academic year. Payments will be processed on a need's basis. Please note, we cannot reimburse students for items purchased on their behalf.

Following successful applications, students are required to complete a purchase requisition (available from the Sixth Form office). These will be reviewed and qualifying items will be purchased on the student's behalf or will reimburse the parent upon presentation on relevant receipts.

The Sixth Form budget holder will have the authorisation to approve or refuse applications in line with this policy.

3.3 How do I apply?

There is a booklet for students to take home and for parents to complete and return. These are located outside the School Office for students to collect. In order for the Sixth Form to process the application parents must provide original copies of documentation proving parental income.

All completed applications must be handed to the Sixth Form to process. You will be informed in writing within 3 working weeks whether your application has been successful or not. If it has not been successful and you wish to appeal, in the first instance please speak to the School Office.

Once the application has been processed your original documentation will be available to collect in person from the School Office.

4. How to Appeal?

If you wish to appeal against the decision of your application, this will need to be sent in writing, along with any evidence to support your appeal and sent to the Office Manager. Each appeal to be reviewed and consideration given on a case-by-case basis, in line with the published criteria, as set out in this policy.