St. Angela's Ursuline Sixth Form
BURSARY POLICY

Date of Review: September 2025

Date of next review: September 2027

Source(s): The Key, DFE guidance for bursary allocation

St. Angela's Ursuline Sixth Form 16-19 Bursary Policy

Introduction

The 16-19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from Post-16 education and training. The Education Funding Agency (EFA) sets the allocation for each academic year based upon numbers of students who received the maximum weekly rate of Education Maintenance Allowance (EMA). This allows the school to pay:

• Bursaries of £1200 to all young people in the nominated vulnerable groups detailed below
• Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment.

Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. When a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

The most vulnerable young people will be eligible for a bursary of £1200. This bursary will usually be divided into three payments and paid at the end of each term, unless there are exceptional circumstances warranting a lump sum payment. This group covers young people who are looked after; care leavers; those getting Income Support or Universal Credit; or those getting Employment Support Allowance and Disability Living Allowance. Evidence will be required in the form of:

• a letter setting out the benefit to which the young person is entitled;
• written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

The school is free to determine which students should be eligible to receive a bursary and how much they should receive. Decisions will be made in November, January, and April of each academic year. Payments may be limited by the level of demand for bursary support.

A student's household income will usually be assessed as evidenced by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

Receipt of a bursary will be conditional on the student meeting agreed standards set out below.

There will be four categories of bursary payment:

1. Vulnerable young person, £1200 per year.

2. Discretionary Bursary Category A. Those whose household income is £16,190 or less. The amount paid will be dependent upon the total allocated to the school for the academic year, and will be larger than Category B.

3. Discretionary Bursary Category B. Those whose household income is £16,191 - £28,000. The amount paid will be dependent upon the total allocated to the school for the academic year, and will be less than Category A.

4. In-kind bursary payment for students with an identifiable financial need to finance education-related costs (for example materials, DBS checks for students on care courses, course-related trips, UCAS fee/travel to open days, exam resit fees)

Administration

For audit purposes, hard copies of all documentation for the Bursary Fund will be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the learner was assessed and the funds issued.

Applications and payment process

Students will apply for a bursary by the second academic week of September. Students must apply for funds for specific educational purposes. All applications must be submitted to the Sixth Form Administrator using the online Google Form.

The school will assess each claim and authorise payments. Payment decisions will be recorded for audit purposes along with records of applications and evidence.

Successful bursary applicants remain eligible for one academic year. Payments will be made three times in the year. Each payment is dependent upon students meeting the eligibility criteria set out by the school.

In-year applications may be made in December and March and Assessment panels will meet in January and April to assess these applications.

Students will be informed in writing of the allocation of their bursary.

Bursary payments can be made by BACS. Where bursary payments are to be made to a bank account, they will only be made to the student's bank account, except in exceptional circumstances.

Bursaries may also be paid 'in kind' in circumstances of short-term and extreme financial issues. Such items will be specifically stated and provided to the named individual.

In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act. 16-19 Bursary Eligibility criteria.

In addition to an assessment of financial situation, the school will use the following criteria to assess eligibility for support under the 16-19 Bursary Scheme:

- Payments and reductions linked to attendance
- Lates to school
- Exemplary conduct towards staff and all members of the school community
- Attendance at all timetabled lessons and sessions
- Excellent punctuality to lessons
- Adherence to the Post 16 Standards

St Angela's Sixth Form 16-19 Bursary Fund Application and Payment Procedure
Student, Parent and Carer Information

The St. Angela's Ursuline 16-19 Bursary Fund Application Form 2026-2027 (online Google Form) will be completed. A letter will then be written home to be returned and submitted with your supporting evidence to the Sixth Form Administrator.

A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund is an EFA (Education Funding Agency) fund. It is targeted at students who face the greatest financial barriers to participation and are unable to stay in education without financial assistance with course related costs.

The fund has two parts, to be eligible for either type of bursary students must be enrolled with St Angela' Ursuline Sixth Form and aged over 16 and under 19 as at 31 August 2026.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help of-set costs directly linked to their education. The bursary is a support mechanism that is provided to support students in:

1. Transport
2. Books and Equipment
3. Hardship Costs
4. Additional Course Costs (trips and residentials)
5. Costs incurred for University Open Days/Interviews
6. School uniform in line with the published Sixth Form Uniform Policy

Eligibility

Category One
Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students may need a greater level of support to enable them to continue to participate.

The defined group are students who are:

- in care
- care leavers

- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Category Two

Students who are not eligible for the Vulnerable Bursary can apply for a discretionary award. Institutions make discretionary bursary awards to students to help them overcome the individual barriers to participation they face. Awards will be dependent on the funds available from the Education and Skills Funding Agency and the number of eligible students.

Students may be eligible for a Category Two Bursary if their household income is less than £28,000.

- An annual income of £16,190 or less per annum
- An annual Income between £16,190 and £20,817 per annum
- Annual Income between £20,817 and £28,000 per annum

Application

To apply for either Bursary you will need to complete the bursary application form. All applications should be accompanied with the original evidence documents.

Successful bursary applicants remain eligible for one academic year. An application form must be completed at the beginning of every academic year as your personal circumstances may change. Students must notify us of any changes in their circumstances throughout the year.

It is the student responsibility to ensure the application is complete. Incomplete applications will not be processed. Once an application has been processed, we will inform you if you have been successful.

Evidence of Income

Category Two

Evidence of your total household income including all benefits will need to be provided, this includes parent(s), carer(s) and partner(s), but excludes siblings and grandparents (unless they are your carer) who are earning and living within the household. If two parents are living at the family home, proof needs to be provided from both parents.

Evidence can include:-

- Receipt of Benefit / Universal Credit
- P60
- Tax Credit Award

- Evidence of Self-Employment Income
- Universal Credit Monthly Award Notices for the past three months - i.e. June, July and August

Payments

Payments are processed termly by BACS. In line with government guidelines, the bursary can only be paid into a bank account in the name of the student. Therefore, it is vital that a bank account is opened immediately if a student does not have one already.

We cannot accept responsibility if incorrect bank details are passed to us and any payments made do not reach the nominated account. Second payments will not be made due to incorrect bank details.

Conditions for the receipt of bursary payments

Attendance and punctuality is monitored on a termly basis. All absences must be authorised and be notified to the school immediately and supported by a letter/ notification from your parent/carer.

Payments will be authorised providing the following criteria is met:

- Payments and reductions linked to attendance
- Lates to school
- Exemplary conduct towards staff and all members of the school community
- Attendance at all timetabled lessons and sessions
- Excellent punctuality to lessons
- Adherence to the Post 16 Standards

All students are required to sign a declaration confirming that they agree to these conditions. Students who fail to meet these conditions may have their payment withheld. Students will be informed of their payment amount one week before payment is made.

Awards will be made as follows based on the following attendance levels:

Attendance Thresholds (Attendance plus AEA)	Payment
100% to 97%	100%
96% to 90%	90%
85% to 89%	75%
Below 85%	50%

NOTE- Allowances may be made for students for whom this is not possible, for example those with chronic or ongoing illness or other special circumstances that the school has previously been made aware of.

Monitoring

This Policy is monitored by the Headteacher and Senior Leadership Team of St Angela's Ursuline School. Specialist staff related to the policy area also monitor its use and suitability making recommendations for development when the need arises.

Evaluation

The evaluation of the effectiveness of this policy is undertaken by the Governing Body of St Angela's Ursuline School as set at Governing Body meetings within a framework of annual/biannual compliance checks