



**St Paul's**  
CATHOLIC SCHOOL

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# **The 16-19 Bursary Fund Policy**

## **2025-2026**

**St Paul's Catholic School**  
**The 16-19 Bursary Fund Policy 2025-2026 -**  
**Information for Students**

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**Purpose:** To provide financial support to help students overcome specific barriers so they can remain in education, pay for transport, meals, books and equipment.

**Types of Bursary –** There are two types of bursaries, only one can be applied for, details below:

**1. Discretionary Bursaries**

A discretionary bursary is to help a student overcome the individual barriers to participation. To qualify for this type of bursary at St Paul's students need to meet **one of the following criteria:**

- a) Students whose *family income relies on universal credit.*

***This must be established through current benefit and income documentation as stated below and on the application form.***

- Students who can demonstrate through benefit documentation that their circumstances have changed and their family receives universal credit. **Students can apply at any point during the course.** In the first instance, students or parents need to contact the year group Chaplaincy Lead. Parents or guardians may need to supply some documentary evidence of hardship such as:

- P60 Forms
- Universal Credit statements or Tax Credit Award Notice documents
- Self-employment accounts
- Wage slips (within last 3 months/last issued)
- Copies of online bank statements (within last 3 months)

- b) Young people with caring responsibilities. *For example, caring for a parent or other relative may be entitled to claim bursary funding. All applications will need to be supported by either a GP letter confirming the young carer's status, proof that they currently access the Young Carers Service or proof they are in receipt of Carers Allowance.*

**2. Vulnerable Students Bursaries:**

A vulnerable student bursary of up to £1,200 a year is for students in one of the defined vulnerable groups:

- students who are looked after (in care)
- care leavers (13 weeks or more before their 16<sup>th</sup> birthday)
- students in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially support themselves and someone who is dependent on them and living with them such as a child or partner.

- students in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right.

**Eligibility** - it is the responsibility of the guardian and student to provide the Sixth Form Administrator with copies of supporting evidence as detailed on the application form at the time of application. For the Vulnerable Student Bursary that could include:

- A letter from the local authority
- Universal credit statement
- evidence of the above (defined groups)

### **Student Bursary Payments**

- Financial needs assessment carried out to confirm actual financial need and amount of support required.
- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs (**Discretionary bursary**)
- Evidence of income and overall eligibility obtained, and copies retained (**Discretionary bursary**)
- Student and parent/caregiver will be invited to a meeting with the year group Chaplaincy and Pastoral Lead to discuss the application and process.
- Bursary payments will be backdated to the official start of term date if the application form and supported documents are returned by the deadline date of 24<sup>th</sup> October 2025. Any completed forms and full supporting documents received later than this date will have payments backdated by up to 4 weeks only.
- Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.
- Bursaries are **not** paid during school holidays.

### **Need**

The level of bursary support provided will be dependent on the costs students can demonstrate they incur through participating in Sixth Form study. Documentary evidence of these costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to):

- Travel to and from school
- Clothing to comply with Sixth Form dress code (limited to £250 during a half term)
- School resources – books materials and equipment needed for a particular course
- Educational visits
- Travel to and from University or apprenticeship open days/interviews
- Food (if not already eligible for Free School meals) from the school canteen

## **Level of Funding and Frequency of Bursary**

The level of support offered by the bursary depends of the amount allocated to the school through The Education and Skills Funding Agency and the number of eligible student applications from above groups 2-4.

Once this has been established during September the priority will be school transport. It is our aim to cover all transport cost to and from school for all eligible students.

Once the funds for travel have been allocated the remaining bursary fund will be used throughout the school year for students to claim for clothing to comply with the Sixth Form dress code, books, materials and equipment needed for a particular course and the cost of educational visits related to courses. These should be claimed via the 'Bursary Expenses Claim Form' available from the Sixth Form Administrators or the Chaplaincy Assistants.

## **Habits, Routines and Bursary**

### **Student responsibilities:**

Students must sign a declaration stating *"I understand and agree that as a recipient of a Sixth Form bursary, I will be responsible for maintaining high standards of attendance and full commitment to my Sixth Form courses."*

This includes:

- 97% attendance to all timetabled sessions
- be punctual for registration and lessons.
- Complete on time all independent learning, coursework and/or assignments to the best of your ability
- be punctual and attend all examinations associated with your courses
- inform the school of any changes of home circumstances i.e. no longer eligible for free school meals, moved address, changed bank accounts
- provide written or verbal communication in advance from parents/guardians of any absences, as these need to be authorised.

It is understood that there is, very occasionally, a reason why you may need to apply for permission to be absent.

The following list gives examples of some of the occasions when permission **may** be granted on a limited basis providing we receive **written notification in advance**:

- Dentist, Doctor and Hospital appointments
- Attendance at a close family funeral
- Religious holiday (no more than four days per academic year) at the discretion of the school
- Visit to university either to attend an open day or for interview; or career related interview (a maximum of four in one academic year).
- Participating in a significant extra-curricular activity, when representing the school
- Attendance at probation meeting or court hearing

The following reasons for absence would **not** be acceptable:

- Opticians appointment
- Holidays taken during the school term
- Part time job interview
- Part or full time work which is not part of your programme of study
- Leisure activities that are not part of your programme of study
- Birthdays or similar celebrations
- Babysitting younger siblings or looking after other family members
- Driving lessons or tests
- Missing the bus
- Waking up late

Where an absence genuinely could not be foreseen, you should nevertheless make arrangements to tell the school as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised. If you are unsure about whether an absence will be authorised, please check with the Head of Sixth Form. The school's decision is final in relation to authorising absence.

### **If you are ill or sick**

The school must be notified of any absence due to illness by telephone or email on the day of absence by a guardian or parent. Sixth Form students cannot authorise their own absence for illness. Written evidence for illness must be provided on the day of return to school by a guardian or parent.

### **The school will:**

- Arrange for your learning progress to be assessed on the basis of completion of relevant coursework and/or assignments
- Monitor and assess coursework and/or assignments to ensure they were on time and produced to the best of your ability
- Monitor your weekly attendance and attendance at all examinations associated with your courses
- Inform students and parents/guardians in writing if your bursary award is at risk.

## **Application Process for Discretionary Bursaries**

- The Sixth Form Pastoral Leadership Team will introduce bursary to Year 12 and 13 students in early September and throughout the year.
- Application forms will be distributed to all students and parents via In Touch. Forms will also be available through the school website, SharePoint and paper copies from the 6<sup>th</sup> Form office. Application forms can be requested at any time during the year from Sixth Form Administrators or Chaplaincy Leads.
- Students who wish to apply gather the relevant supporting evidence and return their application form to the Sixth Form Administrator.
- All applications are assessed by the Head of Sixth Form, who may request further evidence if necessary.
- Student and where appropriate the parent/caregiver will be invited to a meeting with the year group Chaplaincy and Pastoral Lead to discuss the application and process.

- The Head of Sixth Form will meet with the relevant Sixth Form Chaplaincy Lead and Sixth Form Administrator to review each application and approve as appropriate.
- The Head of Sixth Form will sign each approved application and any relevant purchase orders associated with the application.
- The Head of Sixth Form in consultation with Chaplaincy Leads and where appropriate the Finance Manager or member of the Finance Team, will set the sums of money or materials/resources/equipment to be awarded to each level of bursary, depending on the number of approved applications and the total fund available.
- Applications will be treated in the strictest confidence.

### **Appeals**

Bursary decisions will, in the first instance, be made by the Head of Sixth Form supported by the Sixth Form Chaplaincy Leads and the Finance Department. If a student wishes to challenge the decision, they should do so, in writing to Mrs Laura Maw (Director of Sixth Form and Assistant Head) within ten working days of the decision by the Head of Sixth Form.

**Review:** 2025/26 By the Sixth Form Team and presentation to the Curriculum and Teaching Committee of the Governing board

# St. Paul's Catholic School

## 16-19 Bursary Fund Application

### 2025/26

This completed application form and relevant evidence must be handed in by **Friday 24<sup>th</sup> October**. If the Application Form and evidence are presented later than this date, bursary support can only be backdated **up to 4 weeks**. All information provided will be treated as confidential.

1. Type of Bursary	
You can apply for one or the other bursary: see eligibility criteria outlined in the Bursary Policy ( <i>tick one</i> )	
<input type="checkbox"/>	Discretionary ( <i>complete the form in full</i> )
<input type="checkbox"/>	Vulnerable ( <i>complete only Section 2 &amp; 3 (Student Details) and sign the declaration in Section 7.</i> )

2. Student Details			
Student Forename:		Student Surname:	
Address:      Postcode:	Home Telephone:		
	Student Mobile:		
	Student Email:		
	Student Tutor Group:		
	Name of School attended in Year 11		
	Date of birth:		
	Age on 31/8/2025		
Residency Status: Have you lived in the UK for the last 3 years? If NO, please provide details of your immigration status.	YES / NO		
Who do you live with? (underline one or specify other)	2 parents.    1 parent and your stepmother/father. 1 single parent only.    1 parent and their partner, Your own partner/spouse.    In care.    Alone. Other (specify)		
What subjects are you studying? Include A-levels, BTEC courses, Core Maths, and EPQ.			
Extra-curricular activities e.g. Drama Clubs, Sports Clubs, Music Lessons			

3. Vulnerable Student Bursary only	
Are you in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter)	Yes/No
Care Leaver or currently in looked after care? (evidence required – letter or email from Local Authority)	Yes/No

Student in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required – financial statement showing <b>both</b> ESA and DLA/PP)	Yes/No	
<b>4. Parent / Carer Details</b>		
Name of parent / carer		
Parent/Carer contact details:		
Are you married?		
Are you living with a Partner?		
How many other children are living at home who are under 16 and financially dependent on you?	<i>Please provide their ages</i>	
<b>5. What support do you need?</b>		
<p><b>Only complete if you are applying for a Discretionary bursary.</b></p> <p>Please refer to your subject course guide or overview sheets given to students at the start of the academic year to determine needs for course equipment, books and trips.</p> <p><b>PLEASE NOTE:</b> if you require support with IT equipment, please speak with your Chaplaincy Lead <b>PRIOR</b> to any purchase</p>		
Funding Requests	Tick if reques	Additional information to support your request
1. Transport – Travel Pass		
2. IT Equipment ( <b>Please see your Chaplaincy Lead <u>prior</u> to purchase</b> )		
3. Stationary and/or Specialist Equipment ( <b>see Chaplaincy Lead <u>prior</u> to purchase</b> )		
4. Compulsory Text Books		
5. Clothing per dress code ( <b>Limited to £250 within each half term. See Chaplaincy Lead <u>prior</u> to purchase</b> )		
6. Compulsory Course trips *		
7. School Canteen Lunch		
8. Transport costs re visits regarding Sixth Form choices		
9. UCAS application costs		

\* Compulsory Course Trips are those which are considered essential to support your course programme. For example, Geography Residential Field Courses in Year 12.

## 6. Household Income

Provide details of your household income including any benefits you may or may not receive. It is very important to provide photocopies of as much supporting evidence as possible as proof of your circumstances. See requirements below. **Applications will not be considered without the required supporting evidence.**



Income	1 <sup>st</sup> Carer in the household	2 <sup>nd</sup> Carer in the household	Other carer (Specify)	Supporting Evidence Y/N
Self-employed gross income (before tax) after deductions of expenses.	£	£	£	
Gross earned wages / salary from a job (before tax)	£	£	£	
Other income eg maintenance payment, investment income	£	£	£	
Please state the amount of any benefits received in the boxes below and state if it is per week, month or year.				
Child Benefit	£	£	£	
Universal Credit	£	£	£	
Income based Jobseeker's Allowance	£	£	£	
Housing Benefit	£	£	£	
Council Tax Reduction	£	£	£	
Working Tax Credit	£	£	£	
Child Tax Credit	£	£	£	
Income related Employment & Support Allowance (ESA)	£	£	£	
Income Support (total: basic and premiums)	£	£	£	
Pension Credit (Guaranteed Credit)	£	£	£	
Statutory Sick Pay	£	£	£	
Any other benefits – give specific details:				

## Supporting Evidence requirements

EACH adult needs to provide proof for all income listed above. Where applicable, we require:

- ☐ Child Benefit Award Notice for each child
- ☐ Working Tax Credit statement – in full
- ☐ Last 3 months or 6 weeks of wage slips
- ☐ Self-assessment form / copy of annual accounts
- ☐ Proof of benefit income (see above)

If you get Job Seekers Allowance then your letter must indicate that this benefit is income based.

If you receive Pension Credit the letter must indicate the Guarantee Credit element of Pension Credit.

If possible please provide scanned/photocopies only.

## 7. Declaration

- ☐ I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect.
- ☐ I am aware that the funding covers only this school year and may be reassessed for the next academic year.
- ☐ I understand there will be regular checks of my attendance, progress and conduct and that failure to fulfil these requirements may result in my award being withdrawn.
- ☐ I agree to abide by the conditions laid out in the Administration of Bursary document and in the Student/Parent Bursary Agreement attached.
- ☐ I agree to inform the Sixth Form Administrator of any change of circumstances e.g. if there is a change to (a) my course, (b) my personal status (c) my household financial status (d) my mode of transport to school.
- ☐ I understand that awards are discretionary and based on household income and individual circumstances. Decisions to award bursaries, or to discontinue them, are made by the Head of 6<sup>th</sup> Form and Finance Officer on the basis of the information available and that their decision will be final.

*I understand and agree that as a recipient of a Sixth Form bursary, I will be responsible for maintaining high standards and full commitment to my 6<sup>th</sup> Form courses.*

Student signature: .....

Date: .....

Parent/Carer Signature: .....

Date: .....

**Data Protection:** The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

## What happens next?

- ☐ Sign the Student/Parent Bursary Agreement attached.
- ☐ Return your completed form with full proof of income to the Sixth Form Administrators in B101.
- ☐ We will write to you when your application has been assessed and let you know how much help we can offer.
- ☐ Please note awards may be subject to change depending on the amount of funds available.
- ☐ Funding is limited, and you may not receive an award.
- ☐ No awards can be paid until you are enrolled on your course and have met with your Chaplaincy Lead to discuss your application in full

## OFFICE USE ONLY

DATE OF CHAPLAINCY LEAD MEETING WITH STUDENT .....

Signature of Chaplaincy Lead on completion of meeting .....

Annual adjusted household income: £ .....

Eligible: .....

Award made                      YES / NO    £ .....

Approved by Finance Officer/Head of 6<sup>th</sup> Form: .....Date: .....

