

St Mary Redcliffe & Temple School Sixth Form

BURSARY FUNDING PROCEDURE 2026/27

The 16 to 19 bursary fund is a scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of two parts:

- Students in care, care leavers or personally in receipt of particular benefits will be eligible for a mandatory bursary of up to £1,200 per year.
- Other students who need financial support are able to make a claim for help with the costs of transport, food (in some circumstances), equipment or other course-related costs. These claims are assessed by the centre and payments are subject to funds being available.

Learner Eligibility

- A learner must be aged under 19 on 31st August in the academic year in which he/she starts their program of study.
- The level of award is dependent upon the learner's personal circumstances and level of household income.
- Adjustment will be made where there are additional children who are pre-school-age or in compulsory education (including post-16 education).
- The funding provided for bursaries is limited; learners who are in theory eligible for support according to the criteria are not automatically entitled to discretionary bursaries.

Priority groups for receipt of Bursary Funding

The Centre will allocate bursaries to learners according to the priority groups below.

- Funds will be allocated to fully meet the guaranteed awards for students in priority groups 2 and 3 where this is achievable within the budget. Anyone who is in group 4 (over the income threshold) it will be at our discretion and whether there are sufficient funds.
- Where money is insufficient to meet the indicative awards of students in priority groups 2 and 3 then a percentage reduction will be made to all student's awards to match the funding.
- Where money is sufficient to make awards to priority group 4 then these will be at the discretion of the Head of Sixth Form with consideration being given to all information provided relating to household income, personal circumstances, and other sources of funding.
- Where the Head of Sixth Form considers that the funds available are adequate to meet the most critical requests in priority group 4, then the percentage of transport costs indicated for priority group 3 might be increased before further awards in group 4 are considered.

The criteria for the allocation of Bursary Funding

Non-Discretionary		
Priority	Criteria	Guaranteed Award
1	• Young people aged 16 and 17 in care • Care leavers aged 16,17, and 18 • Young people aged 16,17, and 18 who are personally in receipt of Universal Credit, Income Support (living independently) OR in receipt of both Employment and Support Allowance and Disability Living Allowance	Full costs of travel to the centre, capped at the cost of current monthly bus/train pass. All other educational costs including resources, trip and open day costs etc.

Discretionary		
Priority	Criteria	Indicative Award
2	Students who are unable to access any other form of learner support funding and whose combined parent/carer gross income including child tax credit and working tax credit is less than the free-school meal threshold and/or £16,190 per annum	Full costs of travel to centre, capped at the cost of current monthly bus/train pass.

		Support towards other educational costs including trip and open day costs as affordable by the fund
3	Students who are unable to access any other form of learner support funding and have either parent/carer in receipt of: • Universal Credit • Income Support • Income-based Jobseekers Allowance • Income-related Employment and Support Allowance • Support under Part VI of the Immigration and Asylum Act 1999 • The Guarantee element of State Pension Credit OR Students who are unable to access any other form of learner support funding and whose combined parent/carer pre-tax income including child tax credit and working tax credit is between £16,190 and £22,000 p.a	50% cost of travel to centre, capped at the cost of current monthly bus/train pass. Support with other educational costs including trip and open day costs as affordable by the fund.
4	Students who do not fall into any of the above categories but whose circumstances are causing them to suffer hardship or who are at risk of being unable to continue their studies because of hardship.	At the discretion of the Head of Sixth Form

Application

- Parents and students are encouraged to make early application but they can apply for a bursary at any time during the school year
 - Applications should ideally be received by the Sixth Form Bursary administrator by 30th September (supporting documentation can be provided later if necessary).
 - Initial allocations should be made within eight weeks of this date on the basis of applications received.
 - A proportion of the funds available will be held back to enable late applications to be considered.
- Applications must be supported by evidence of financial circumstances including appropriate documentation evidencing benefits and income this evidence needs to be current and in date eg the current tax year
- If a student has concerns about how their application for a bursary was handled, they should address their complaint to Mr Rob Shaw, Head of Sixth Form.

Payment of Awards

Awards may be financial payments direct to the student's bank account (we are not able to pay money into parent/carers bank accounts) or through the provision of goods or services.

For example:

- payments to cover particular course costs normally paid by students, including field trips, studio fees, examination re-sits etc. (normally this is paid directly to the department fund)
- direct payments for travel costs (such as to Open Days) where this is approved by the school
- purchase of books or equipment which will be loaned to the student for the duration of the course (we do not normally provide money for laptops)

Payments relating to transport will be made on a monthly basis in arrears based on satisfactory attendance during the month in question and production of EITHER a bus/train pass covering the month OR tickets covering one representative week from the month in question.

- Monthly payments will each be one tenth of the total awarded for the year regardless of the number of teaching days in the particular month and ending with the June 30th payment.
- Satisfactory attendance is understood as meaning that no absence is unauthorized. A warning will be given and then a payment withheld in the event of unauthorized absence.

- If a student is absent for a five-day period through illness or for other authorized reasons, then the transport payment may be reduced by 25% for each five-day period.
- Proof of bus/train pass or tickets must be submitted in a timely manner and by the deadline specified by the Sixth Form Bursary administrator in the month following travel – there is no guarantee that late submissions will be paid.

Payment of all awards will be dependent upon satisfactory behaviour as specified in the student contract which can be read in full on the school website. Whole or part payment may be withheld if standards in this regard are not met.