



Bursary Policy: **16 - 19 Student Financial Support**

St Christopher's Church of England Sixth Form

St Christopher's CE High School and Sixth Form Mission Statement

St Christopher's is a Church of England Academy where students and staff work together, in the knowledge and love of God. We try to act out our faith in daily life, with Christ as our example.

Within our strong Christian, Anglican context, we seek to promote the spiritual, moral, cultural, intellectual and physical development of our students, growing together as a caring and supportive community whilst preparing them for the opportunities, responsibilities and experiences of their adult lives.

We aim to achieve our mission by providing an environment which

- recognises that each member of the sixth form community is an individual with specific needs and strengths
- fosters mutual respect and concern for others
- values the contribution made by each member of the sixth form community
- encourages and celebrates positive achievement actively supports those in need.

Introduction

The 16 – 19 Bursary Fund is made available by the Government to students who may be facing financial constraints in meeting the costs of participating in their study programme. The Bursary Fund is there to help with such costs as uniform, essential books, specialist clothing such as lab coats or protective clothing required by their study programme, specialist equipment and supplies for certain subjects or for travelling to and from Sixth Form. These are all items that students would otherwise need to pay for to participate in their study programme.

The most vulnerable students will be prioritised in terms of allocation of the fund, but we will aim to support as many students as possible. We will assess the actual financial need of every student individually, in addition to eligibility, when awarding bursary funding.

The Bursary Fund is not intended to support students with costs unrelated to their education such as living costs, extracurricular activities unrelated to a student's study programme or to provide learning support services that Sixth Form provides for students such as counselling, mentoring or extra tuition.

All students who apply for financial support from the bursary fund must meet the age and residency criteria in order to be eligible, along with the criteria outlined below in respect of the two types of bursary available.

Sixth Form also requires that students meet agreed targets including good levels of attendance, effort and behaviour which must be maintained throughout the academic year.

There are two types of bursaries available to students aged 16 – 19:

- Vulnerable Groups Bursary
- Discretionary Bursary

Vulnerable Groups Bursary

Students who are eligible for a Vulnerable Groups Bursary are students who are in one of the following categories and are unlikely to be receiving financial support from parents or carers, meaning they may need a greater level of support to enable them to continue to participate in their study programme.

The defined vulnerable groups are students where the:

- Young person is **in care** (the local authority providing the care for the young person will confirm this).
- Young person is a **care leaver** (the local authority that looked after the young person will confirm this).
- Young person (not their parent) is receiving **Universal Credit (UC)** in their own right, 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.
- Young person (not their parent) is receiving **Disability Living Allowance (DLA) or Personal Independence Payments (PIP)** in their own right, as well as Universal Credit in their own right.

Discretionary Bursary

Students are eligible for a discretionary bursary if their annual household income is £30,000 or less and/or are currently in receipt of free school meals. Bursary funds awarded may be used to buy essential books, to help with the cost of travel to and from Sixth Form, to purchase equipment or other items essential to their study programme.

All decisions will be based on the student's actual financial needs and will cover essential participation costs to enable them to participate in and complete their study programme.

Both the Vulnerable and Discretionary Bursary can be used for the following:

- Books e.g., textbooks, copy costs for booklets, study guides and course materials
- Equipment e.g., scientific calculator, tablet, laptop, stationary and subject specific equipment such as art packs.
- Cost of educational visits e.g., field trips, university open days, university interviews, educational visits relevant to the student's studies.

- Travel costs to and from Sixth Form
- School meals
- Clothing e.g., Sixth Form blazer or jacket, clothing for Sixth Form and specialist items such as aprons, PE Kit or protective clothing.

Bursary payments will be made in-kind, and no large lump sums will be given. In-kind payments can include a bus pass, meal allowance, vouchers, equipment and clothing. Where this is not possible, cash payments will be made to reimburse costs. Students **MUST** retain receipts for these and should complete the Bursary Requisition Form available from Sixth Form reception. It may not be practical to collect regular receipts for weekly travel costs, and this can be evidenced initially by receipts and then linked to attendance. It may be more appropriate for the Sixth Form to purchase a bus pass for you.

Application Process

You can complete an application for the Bursary by accessing the online application form or completing a paper application form available from reception. Applications will open on enrolment day for Lower Sixth, Thursday 21st August 2025.

For those students moving into Upper Sixth you should check that your household income still meets the eligibility criteria and then complete a declaration form (available from Sixth Form Reception) to say that your circumstances are unchanged.

Students commencing their studies in the Lower Sixth in September 2025 should complete the application form and follow the following guidelines:

- Check that your household income meets the eligibility criteria or that you are still in receipt of free school meals.
- You must submit (by email or as a hard copy) evidence of household income e.g., the last two recent payslips, a tax return if self-employed, the 3 most recent Universal Credit statements or alternatively provide your P60 End of tax Year statement.
- You must complete the application form in full, answering all the questions or your application may be delayed.
- You must include **YOUR** bank details on the form and not that of parents or carers.
- You must sign and date your application.
- **CLOSING DATE FOR APPLICATIONS IS FRIDAY 26th SEPTEMBER 2025.** Exceptions to this date can be made if a student's circumstances change.

PLEASE NOTE if your eligibility for Free School Meals has been confirmed to Sixth Form there is no need to supply any evidence of household income.

Bursary Awards

The 16 – 19 Bursary Fund Panel will assess all applications, processing Vulnerable Groups Bursary first and then Discretionary Bursary applications. Each student will be treated on an individual basis and an assessment will be made, based on the evidence provided, of their financial needs.

All applications will be processed at the earliest opportunity and students will be notified of the outcome via email.

If your application is approved, you will then be able to request support for travel, uniform, equipment and other study related costs. You will need to complete a Bursary Requisition Form (available from Sixth Form Reception) and hand it to Sixth Form Reception. Your claim will be assessed after you have requested funds. Please note that requests are not automatically granted and are dependent on need and a good attendance record which is regularly reviewed. Please wait for authorisation before you purchase any items.

For those requiring bus passes the application for this should be made before the end of August so they can be processed before term starts.

The Sixth Form Bursary Panel comprises of the Director of Sixth Form, the Business Manager and the Bursary Manager.

If you leave Sixth Form before the end of your examination year then all equipment, stationery and books must be returned to Sixth Form. These will then be made available to other students for future use.

Fraudulent Claims

Where an application is found to have been made based on false declarations, the student will be required to pay back the entire amount awarded and may be asked to leave the Sixth Form. Fraudulent claims may also be reported to the police.

Appeals

Students have the right to appeal against any decision made. Appeals should be made in writing within 2 weeks of the date of decisions being issued. Letters of appeal should be issued to:

Miss H Davies
Director of Sixth Form
St. Christopher's CE High School,
Queens Road West,
Accrington.
Lancashire.
BB5 4AY.

The decision of the Sixth Form and School will be final.



**“For I know the plans I have for you,” declares the Lord,
“plans to prosper you and not to harm you,
plans to give you hope and a future.”**

Jeremiah 29:11



St Christopher's CE Sixth Form

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www.st-christophers.org/sixth-form

