

St Paul's School for Girls 16-19 Bursary Policy 2025 - 2026

This policy sets out arrangements for how the school will operate the 16-19 Bursary Funds during the academic year.

The 16 to 19 Bursary Fund provides financial support to help students to overcome specific barriers to participation so they can remain in education and training. The school has received this funding to help students to meet the cost of participating in post-16 education and training. Bursary payments will be determined by each individual student's needs, and may cover travel expenses, uniform costs, UCAS fees, resources and any other reasonable expense that we deem necessary for your daughter to participate in her chosen courses.

This policy is based on the Education Funding Agency's "16-19 Bursary Fund – Guide for 2023-2024 academic year".

Criteria for vulnerable person bursary

A bursary of up to £1,200 per annum for a full time course (30 weeks or more) is available to students who meet the following criteria:

The defined vulnerable groups are:

- Young people in care or care leavers (ESFA class 'care leavers' as young people aged 18-21 who have been looked after for more than 13 weeks or since the age of 14; or young people who cease to be looked after or accommodated, including unaccompanied asylum-seeking children).
- Young people claiming Income Support or Universal Credit (**in their own name**)
- Young people getting both Disability Living Allowance or Personal Independence Payments and Employment Support Allowance (ESA) or Universal Credit (**in their own name**)

Acceptable evidence under Group One, Vulnerable Bursary, will be either:

- Statement from the Local Authority confirming the young person's current or previous looked after status;
- Recent Entitlement or Award Statement setting out relevant benefits to which the young person is entitled

Criteria for discretionary bursary

<u>Band</u>	<u>Criteria</u>
A	Students whose parental income, including child tax credit and working tax credit, is below £20 000
B	Students whose parental income, including child tax credit and working tax credit, is between £20 001-£25,000

C	Students whose parental income, including child tax credit and working tax credit, is below £25 0001-£30 000
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Evidence to support your application

The easiest way to tell us about your income is to send your latest Tax Credit Award Notice (form TC602) that correctly states your **total household income for the tax year**. **Do not** send us your Review Notice (form TC602R) or a Tax Credit Award Notice that does not state your correct income for the tax year. A Tax Credit Award Notice is sent to you if you receive working tax credit or child tax credit. The figure you need to give us is your **total income** shown on the inside pages of your notice – not the amount of tax credits you receive. If there are more than one adult living in the household, the evidence must relate to all of them.

The most common forms of evidence are **P60s or Universal Credit statements**.

<u>Type of Income</u>	<u>Evidence Required</u>
<u>Annual Salary</u>	<u>P60</u> for previous tax year or week 52 (last week in March) pay slip or month 12 (March) pay slip
Tax Credit Award Notice (TC602)	Current award notice. Must be for full year and not partial awards
<u>Universal Credit</u>	Entitlement/Award letter – dated within last 3 months
Incapacity Benefit/ESA	Entitlement/Award letter – dated within last 3 months
Carers Allowance	Entitlement/Award letter – dated within last 3 months
Disability Living Allowance	Entitlement/Award letter – dated within last 3 months

APPLICATION PROCESS

Applications for a Bursary must be made using the correct application form and should be submitted in full by the specified deadline in September. It is very important that the deadline is met; payments will most likely be delayed should the deadline not be met. In most cases applications will be processed within three weeks and applicants will be informed of the decision. Subject to meeting the condition requirements as detailed below, payments will routinely be made by BACS to a bank account in the name of the young person on a monthly basis. **The young person must have a valid bank account in their name unless there are exceptional reasons.**

Terms & Conditions

- If you leave St Paul's for any reason, you will no longer be eligible for bursary payments.
- If you receive a fixed term exclusion, you will not be eligible for payments during this time.
- Your personal data will be held by the Sixth Form office, but will not be disclosed to other members of staff
- If your attendance falls below 95% without appropriate supporting evidence then your bursary payments may be withdrawn until the matter is rectified.
- If you consistently break the terms of your learning agreement, for example, not adhering to the dress code or missing deadlines, your bursary payments may be withdrawn until the matter is rectified.
- See contract for further terms and conditions

Exceptional Circumstances

There may be learners who fall out of all the categories outlined above that still face great barriers to continuing in their education at St Paul's School for Girls. These applications will be evaluated on an individual basis by the Heads of Sixth Form.