



ST AIDAN'S CHURCH OF ENGLAND HIGH SCHOOL
16 – 19 BURSARY FUND POLICY

Academic Year September 2024 to July 2025

All students may apply for a bursary (non-discretionary and discretionary). Bursaries are intended for students who **are in most need of financial student support** and the eligibility criteria reflects this intention.

Both types of bursary funding are designed to help students overcome the individual financial barriers to participation they face, and we must ensure the funds go to those who genuinely need them. No student will be automatically awarded a set amount of funding without an assessment of their level of actual financial need.

The funds are intended to assist with expenditure that is directly related to school life including transport, study resources, an allowance on your St. Aidan's catering card, course-related trips and university open days.

The bursary fund is not intended to support costs unrelated to education (living costs), extra-curricular activities or provide learning support, such as counselling, mentoring or extra tutoring.

Bursary fund payments must not be made for living costs. This is out of scope of the bursary fund and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.

Our Bursary Policy is informed by the ESFA's [16-19 Bursary Fund guide for 2024 to 2025](#)

The 16-19 Bursary Fund will be targeted at two qualifying groups:

1. Students that are in care; care leavers; in receipt of Income Support or Universal Credit in place of income support, in their own right; in receipt of Employment & Support Allowance or Universal Credit & Disability Living or Personal Independence Payments in their own right. These students may receive a bursary of up to £1,200 a year.

2. Students with an adult household income of up to £25,000.

The value of the bursary awards to group 2 will depend on the number of students that apply and figures will not be known until mid-October.

Eligibility

To be eligible to receive a 16-19 Bursary in this academic year, the student must be aged 16 or over and under 19 on 31 August 2024.

For a student to be eligible for funding, the student must have the legal right to be resident in the United Kingdom at the start of their study programme.

Students will be required to produce their passport, or other qualifying document, as proof of eligibility. Further guidance on residential eligibility can be found in the [24/25 ESFA Funding Guidance](#)

Bursary Fund groups

Group One (non-discretionary)

To be eligible for the Level One bursary of up to £1,200, students must be in **one** of the defined groups:

- in care
- a care leaver
- in receipt of Income Support (IS) or Universal Credit (UC) in place of Income Support, in their own name
- be in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **and** Employment and Support Allowance (ESA) in their own name

Group Two (discretionary)

Students with an adult household income of up to £25,000 which should be evidenced accordingly for new applications.

Who should apply?

All Year 12 students, who meet the eligibility criteria, should apply and provide the supporting documentation.

All Year 13 students, who meet the eligibility criteria, and have not previously received a bursary, should apply and provide the supporting documentation.

Year 13 students, who received a bursary in 23/24, and whose household circumstances have not changed, should apply. Parents/carers will not need to provide supporting documentation but must, along with the student, complete the self-declaration form.

Approval of your application and payments.

You will be advised by email if your application is successful.

Claims must be submitted using the 16-19 Bursary Claim form, available from the bursary section of the school's website.

The ESFA advise that financial support should be either in-kind (e.g buying bus passes, books or topping up catering accounts). Payments in-kind can only be made where the value of the purchase is below that of the funds being allocated.

Where in-kind payments are not practical, cash payments may be given ahead of a purchase being made.

Where payment is in cash, receipts **must** be retained and provided as evidence to support the payment being made. This is an essential part of our audit sampling and assurance process.

Payments (either in kind or cash) will be made regularly as determined by each student's individual needs.

This year's (24/25) final claim forms should be submitted no later than Friday 4 July 2024.

Educational Trips and catering

Where an application for assistance towards the cost of a school trip or catering is approved, the allocated amount will be credited to the student's ParentPay account. Any remaining balance due will be shown on ParentPay and is payable by the student.

Reimbursement will be made for school business wear, shoes and school bags which adhere to the dress code of the Associated Sixth Form.

The deadline for purchases is:

Year 12 students	If not returning to Year 13 – 4 April 2025
Year 13 students	4 April 2025

Attendance and Behaviour Requirements.

Claims will only be paid to eligible students who adhere to the following criteria.

To receive the Bursary, students should have no unauthorised absences. It is our expectation that students will attend registration periods, supervised study and all timetabled lessons. Please note holidays will not be authorised absences. Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as attendance.

If students are unacceptably late to lessons or registration, then these will count as an absence and therefore no reimbursement will be made for that half term.

Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in the Sixth Form Student Planner. If poor behaviour or effort is reported and supported by documentary evidence, the student will not be paid for that half term

Applications and closing date

Students who believe that they may be eligible to apply should complete the 16-19 Bursary 24/25 application form available from the Sixth Form office or the [bursary section](#) of the St. Aidan's website.

All completed applications, which should include proof of income detailed on the form, must be received no later than 5pm Monday 30 September 24.

Contact information

Should you have any queries in regard to applying for a bursary or require further assistance please contact 1619bursary@staidans.co.uk or 01423 818516.