

Bursary Policy 2025-26



ST HILDA'S
CE HIGH SCHOOL

WISDOM
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Governor Committee: FGB

Date policy prepared for consultation: 1st May 2025

Date agreed and determined by governing body: 17th June 2025

Date for next review (Annual): 17th June 2026

Policy Reviewed by:

Head of College

School Business Manager

Financial support - 16-19 Bursary

Introduction

The Department for Education (DfE) provides the College with an annual funding allocation for discretionary bursary awards, which we distribute to College students in accordance with our policy and the DfE funding guidelines. In addition to this funding, some students may qualify for a vulnerable student bursary award, for whom we can claim funding on their behalf from the DfE.

All current and prospective students can complete an application form for our Bursary Scheme. Completed applications forms and relevant proof of income must be submitted to the Finance Department by 15th September. We will accept bursary applications throughout the school year, however we advise students to apply as early as possible.

There are 2 types of 16-19 bursary available to students in 2025-26:

1. Vulnerable Bursary of up to £1,200 for students in most need
2. Student support discretionary bursary for students with a household whose gross income is £30,000 or less and/or receive qualifying benefits

Further information can also be found in the Education Skills Funding Agency document: *16 to 19 Bursary Fund guide 2025-26 Academic Year*. <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026>

1. Vulnerable Bursary

Those most in need may be eligible for a bursary of £1,200 a year. You may be eligible for this bursary if you are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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

- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

2. Student Support Discretionary Bursary

In line with DfE guidance St. Hilda's College assess every application on individual circumstances and may provide a discretionary bursary for students who come from a household whose gross annual income is £30,000 or less.

Students who wish to apply for the discretionary bursary must complete a bursary application form and provide proof of **all** household income including employment income and benefits. This fund may be used to cover costs such as textbooks, school lunches, UCAS application fees, course materials, uniform, travel, and essential course related visits. We are not able to provide certain groups of students, such as those in receipt of FSM or other benefits, with a standard, fixed-rate bursary award, as each award must be awarded on its own merits.

Students are required to specify on their application what help they consider they will need, however additional requests can be made during the year if additional help is required. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returned to St. Hilda's College after use.

Eligibility criteria

Age

For 2025/26 bursaries students must be aged 16 or over, but under 19, at 31st August 2025. Students aged 19 (or over), are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or have an Education Health Care Plan (EHCP). Students aged 19, or over, are unable to qualify for bursary awards targeted at vulnerable groups.

Residency

Students must meet the residency criteria as set out within the ESFA's funding regulations. For the vast majority of students within our school this will mean that you have been a resident in the UK for the 3 years proceeding 1st September 2025 and you have either indefinite leave to enter or remain, or have the right to live, in the UK.

If any students are uncertain as to whether they meet the residency criteria then they should speak, in the first instance, with Miss K Kearns.

Financial Information for Discretionary Bursary Award Assessment

We recognise that those students either in receipt of Free School Meals (FSM), or whose families are in receipt of tax credits (or Universal Credit) and have a household income of under £30,000 per annum (inclusive of benefits), are more likely to have a greater need for a discretionary bursary award more than other students, although all students who have a genuine need for financial assistance to remain in education are encouraged to apply.

Details of all annual household income and entitlement to benefits will need to be declared as part of the application process, together with supporting documentation to confirm your figures. These documents will be retained by St. Hilda's College for audit purposes by organisations such as DfE and HMRC.

Appeals process

If students disagree with the outcome of their application, or where a payment has been withheld due to not meeting the outlined conditions, they should follow the school's complaints procedure, details of which can be found on the school website.

Payment of Bursary Awards & Associated Conditions

All Bursary award payments will be subject to the student's satisfactory attendance, behaviour and attainment. 95% attendance is the minimum to be expected unless acceptable reason(s) are provided for it falling lower.

Students will be notified of any deductions and the reason(s) behind them and have the right to appeal against them through the usual appeal channels if they feel they have been unfairly treated.

Award payments will be paid directly to student's own personal bank accounts.

Bursary application form

The Bursary application form can be found here

<https://forms.office.com/Pages/ResponsePage.aspx?id=gslUYD0XnE2CnSSqmUfkEBjYp4zP48BHjGfx-cZgy3VURU5BSFQ2M0pBSDhLTktYUktXVFhBQloyVi4u>

St Hilda's College Policies and
Agreements September 2025
Parental Form

