



ST HILDA'S
CE HIGH SCHOOL



Bursary Policy

Approved by Governing Committee: Business Resources Committee

Ratified by Full Governing Body: 18th June 2026

Next Review Month: June 2027

Policy Owner / Author: KK

Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom hope community dignity and equality**
we nurture and support one another to be our very best.
We rejoice in our **diversity** and celebrate our many achievements.

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 2026-27:

- Vulnerable Bursary of up to £1,200 for students in most need
- Student support discretionary bursary for students with a household whose gross income is £33,000 or less and/or receive qualifying benefits

Further information can also be found at www.gov.uk and search 16-19 Bursary

Vulnerable Bursary

Those most in need may be eligible for a bursary up to £1,200 a year subject to assessment of actual financial need. 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

Students are not automatically entitled to £1,200. Awards are based on an assessment of actual participation costs and need.

Student Support Discretionary Bursary

In line with DfE guidance St. Hilda's College assess every application on individual circumstances and actual participation costs and may provide a discretionary bursary for students who come from a household whose annual income is £33,000 or less.

Students who wish to apply for the discretionary bursary must complete a bursary application form and provide proof of **all** household income for all household members; 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. Awards will be based on itemised student costs, evidence of need and shortfall of any other support. The College does not make flat-rate or standard bursary payments; all awards are based on individually assessed need.

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 2026/27 bursaries students must be aged 16 or over, but under 19, at 31st August 2026. 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.

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 2026 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 the School Business Manager.

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 £33,000 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. Appeals should be lodged within 14 days of receiving the original decision.

Payment of Bursary Awards & Associated Conditions

Where possible all payments will be made in-kind such as bus passes, provision of materials. Where this is not possible reimbursement can be claimed by students evidenced by receipts.

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: [BURSARY APPLICATION FORM](#)

