



**St Peter's Sixth Form 16-19 Bursary Fund**  
Student Financial Support

# 1. Introduction

This policy outlines how the St Peter's Catholic School (the Academy) allocates and administers the 16–19 Bursary Fund to support eligible students in overcoming financial barriers to education. The fund is provided by the Department for Education (DfE) and is intended to help students most in need participate fully in post-16 study.

Please note the assistance you receive may vary annually and applications are not guaranteed, especially later in the year.

To be eligible for Sixth Form Bursary Funding you must be aged 16 – 19 but under 19 on 31st August.

## 2. Aims of the Bursary Fund

The bursary is designed to support students with the essential costs of attending the Academy, which **may** include:

- Travel to and from the Academy
- Essential learning resources and equipment
- Textbooks, stationery, and specialist materials
- Educational trips and visits
- Music lesson tuition fees (where linked to study)
- Other approved costs necessary for participation in study programmes

## 3. Eligibility Criteria

There are two types of Bursary Funding;

### 3.1. Vulnerable Bursary (Up to £1,200 per year)

Students may qualify if they are:

- In care or a care leaver
- Receiving Income Support or Universal Credit in their own name
- Receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) and Employment and Support Allowance (ESA) or Universal Credit

Evidence must be provided before payment can be made.

### 3.2. Discretionary Bursary

The Academy may award a discretionary bursary to students who face financial hardship. Priority will be given to:

- Students from low-income households where household income is £25,000 or less per annum.
- Students with exceptional circumstances affecting their ability to meet educational costs

Evidence of household income will be required (i.e. benefits statements, tax credit statements, Universal Credit award notices, P60 if employed and SA302 if self-employed) from all parents/carers to support their application.

If you are unsure whether your child is eligible for free school meals, please visit the website below for further information and guidance.

<https://www.gov.uk/government/publications/free-meals-in-further-education-guide/free-meals-in-further-education-funded-institutions-guide-academic-year-2026-to-2027>

## 4. Application Process

1. Students must complete the Academy's Bursary Application Form each academic year online, by the last Friday in September.
2. If you applied for the bursary in Year 12 you will need to re-apply in Year 13
3. Applications should include all relevant supporting documents.
4. The Academy's Bursary Panel (made up of Head of Sixth Form in consultation with the Headteacher) will assess applications and determine awards. Decisions will be made in accordance with the eligibility criteria and available funding. Applicants and/or their parent or carer will be notified in writing of the outcome, including details of any bursary award where applicable.
5. Late applications **may** be considered by the Bursary Panel, if funds remain available and there are specific financial reasons that arise throughout a student's time in the Sixth Form.
6. Students in receipt of Bursary Funding must inform St Peter's School of any changes to family circumstances that may affect the support during the academic year.

## 5. Use of Funds

### 5.1 Travel Support

Assistance **may** include:

- Contribution towards bus/train passes
- Reimbursement of agreed travel expenses. Receipts will be required.

### 5.2 Learning Resources and Equipment

Funding **may** cover:

- Subject-specific resources (e.g. art materials, lab equipment, tools)
- Calculators, stationery or other essential study items
- IT equipment only where there is demonstrated financial need.

### 5.3 Books

The bursary **may** fund:

- Core textbooks required for post-16 courses
- Revision guides where necessary

## 5.4 Educational Trips and Visits

Support **may** be available towards costs for:

- Curriculum-linked day trips
- Required residential visits

All trips must be approved in advance.

## 5.5 Music Lessons

Students studying music or requiring instrumental tuition as part of their study **may** receive:

- A partial contribution towards lesson fees
- Support for exam entry costs (e.g. ABRSM, Trinity) where required

## 6. Payment Method

- Payments may be made in-kind or direct to the student's bank account.
- Cash payments will not be issued.
- Payments for travel support will be made over three instalments directly to the student. If your allocation is £100 or less we will make this payment in the 1<sup>st</sup> instalment.

## 7. Attendance and Behaviour Requirements

To continue receiving bursary support, students must:

- Maintain good attendance (above 95% in all timetabled lessons, tutor time and assemblies unless authorised reasons apply)
- Meet behaviour and effort expectations and completion of classwork
- Engage fully with their study programme
- All absences must be notified by telephone to the absence line or by email on each day of an absence and supported by a note from Parent/Carer on return. For planned absences such as medical appointments please email us or give us a copy of your appointment letter prior to your appointment. For University visits and any other education related absences please fill in a 'green notice of absence' slip in the Sixth Form Office and hand to us before the date of the event.

Failure to meet these requirements may result in reduced or suspended payments.

## 8. Appeals

Students may appeal a decision in writing within 10 working days. Where an applicant believes that their application has not been given due consideration, they may submit an appeal in writing to the Headteacher. Appeals will be reviewed in line with the school's procedures, and the decision of the Headteacher will be final.

## 9. Data Protection

All information provided will be treated confidentially and stored in accordance with the Academy's Data Protection Policy and GDPR requirements.

## **10. Review of Policy**

This policy will be reviewed annually or sooner if DfE guidance changes.

*Please contact the Sixth Form Office for further details or email [6thform@st-peters.bournemouth.sch.uk](mailto:6thform@st-peters.bournemouth.sch.uk)*