

## St Mary's Sixth Form Bursary Student Guide



The 16–19 Bursary Scheme provides financial help to students aged 16–19 who may face financial barriers to learning. Support is available for students who meet agreed standards of attendance, punctuality, and behaviour.

### 1. What Is the 16–19 Bursary?

There are two types of bursary available:

#### **A. Vulnerable Bursary (up to £1,200 per year)**

For students in one of these groups:

- In care (looked after)
- A care leaver
- Receiving Income Support or Universal Credit in your own name
- Disabled and receiving Employment Support Allowance (ESA) and Personal Independence Payment (PIP) or Disability Living Allowance (DLA)

You will need to provide evidence such as a Department of Work and Pensions (DWP) letter, Local Authority (LA) confirmation, or a benefit statement.

#### **B. Discretionary Bursary**

For students who:

- Are in Year 12 or Year 13 at St Mary's Catholic School Sixth Form
- Are aged 16–19 on 31 August 2025
- Live in a household currently receiving Free School Meals (FSM)

If you are not eligible for FSM but are experiencing exceptional financial hardship, you can apply for a partial discretionary bursary. Speak to your Head of Year, Mr Turnbull (Assistant Headteacher – Sixth Form), Mrs Clark (16-19 Bursary Administrator) or a member of the Sixth Form Pastoral Team.

### 2. What Can the Bursary Help With?

Bursary funds can cover costs directly related to your education, including:

#### Dress Code Items

- Appropriate Sixth Form clothing or shoes (up to £50 per item)
- Winter coats or boots (up to £50 per item)
- School bags (up to £30)

#### Stationery & Equipment

- Folders, paper, pens, calculators, revision guides
- Materials for subjects like Art or Drama (check with your teacher first)

#### Educational Trips & Activities

- School trips and essential items (e.g. waterproofs, exhibition entry)
- Locker deposits

## Meals

- £2.50 per day allowance added to your biometric account each week

## Next Steps / Future Plans

- University visits (travel must be booked through school)
- UCAT/BMAT, university admissions tests or other specialist training courses

If you have other needs, such as transport or meals, please discuss them with the Sixth Form Pastoral Team.

### 3. Eligibility Conditions

To keep receiving bursary support, students must:

- Maintain attendance above 90% (unless there are certified reasons)
- Be punctual to lessons and registration each day
- Show positive behaviour, an excellent attitude and commitment to learning

Failure to meet these standards may lead to bursary payments being paused or withdrawn. If this happens, you will be informed in writing and invited to discuss it with the Sixth Form Pastoral Team.

### 4. How to Apply

1. Complete the Bursary Application Form  
Include all supporting evidence (e.g. benefit statements, FSM confirmation, etc.).
2. Submit your form  
Hand it to the Sixth Form Pastoral Staff by **Friday 26th September 2025**  
(Applications remain open all year for students whose circumstances change.)
3. Receive confirmation  
You will be notified in writing about your bursary award.

### 5. Making a Claim

Once your bursary is approved:

- Use the Bursary Reimbursement Form for any claims.
- Attach a receipt for each purchase. Receipts can be submitted on paper or electronically via Teams.
- Return completed forms to Mrs Clark (16-19 Bursary Administrator) on Tuesday, Wednesday or Thursday (12 pm – 1.10 pm)
- Payments are made by the following Friday to your nominated bank account.

If you cannot pay for something upfront, speak to Mr Turnbull (Assistant Headteacher – Sixth Form) before making the purchase.