



Ursuline High School

Bursary Fund Policy 2026-27

Bursary fund information

The 16-19 Bursary Fund provides financial support to help students from vulnerable groups and low-income backgrounds overcome their specific barriers to participation.

The school targets any support on an individual basis, and the information below will outline the usual form such support takes.

There is a limit to funds and once they have been exhausted no further allocations can be made. It should be noted that financial support in terms of cash payment is rare and would need exceptional circumstances documented by clear evidence.

What can you use the Bursary for?

- Cost of transport (including University visits or travel required as part of a course)
- Books/materials/stationery supplied and equipment.
- Non-compulsory workshops and visits
- Cost of laptop & wi-fi
- Clothing to meet the Dress Code requirements.

Students who qualify for a Bursary will receive financial support for any compulsory trip required by the examination board specification, e.g. Geography field trip.

Students who do not own a computer will be able to borrow a school laptop for the academic year if they qualify for a Bursary.

There are two types of 16-19 Bursaries.

1. Vulnerable Bursary

Students who are in one of the groups below can apply for a vulnerable bursary of up to £1,200 (i.e. up to £200 per half-term). The vulnerable groups, as defined by the Government, are:

- Students in care or who recently left local authority care.
- Students who are getting Income Support or Universal Credit in their own name because they are financially supporting themselves.
- Students who are getting a Disability Living Allowance in their own name **and** either Universal Credit or Employment & Support Allowance (ESA)
- Students who are getting a Personal Independence Payment (PIP) in their own name **and** either Universal Credit or Employment & Support Allowance (ESA)

You will need to provide the Ursuline with proof of eligibility for this bursary application to be considered.

2. Discretionary Bursary

The Ursuline may award discretionary bursaries to students who most need financial help but do not qualify under the criteria above for those in a vulnerable group. The Ursuline will use the total household income to assess the level of financial support awarded to each student.

Level of need will be determined as follows:

- Band 1 – Free School Meal eligibility

If you are entitled to Free School Meals (annual household income of £16,190 or less), you qualify for a Band 1 discretionary bursary.

- Band 2 – Annual family income of £34,000 or less (including benefits)

Submitting evidence

Evidence used to support an application should be the most recent and up to date documentation available. Original documents need to be submitted, and the school will take photocopies and return the originals. For those submitting universal credit award letters, online print outs will be accepted as original copies.

Types of valid evidence of income include:

- Universal Credit
- Working Tax Credit
- Child Tax Credit
- Child Benefit
- Income support
- Job Seekers' Allowance
- Disability Living Allowance
- Personal Independent Payment (PIP)
- Child support/maintenance payments
- Employment (most recent P60)
- Self-employed (latest filed accounts)
- Other sources of income (e.g. property, shares...)

All adults in your household must provide the most recent financial evidence of their income. All evidence should enable the school to reliably calculate the household's total annual income so sufficient documents must be provided.

Each case will be considered individually, and further information may be required to support the application. Any exceptions that are made are based on individual needs.

Eligibility

To be eligible for a bursary in the 2026/2027 academic year, students must be aged 16 or over at 31/08/2026.

Students aged over 19 cannot be eligible for the vulnerable student bursary but can apply for a discretionary bursary.

Students must satisfy the government criteria for residency and proof of identity (passport) must be provided.

The residency criteria set out by the EFA explains that, to be eligible, a person needs to be settled in the UK on 1st September and has been resident in the UK for the **three years** preceding the 1st of September.

All applications and evidence/proof of income must be submitted to Ms Suarez, Lead Sixth Form Bursary, by Wednesday the 31st of September 2026, using the Ursuline application form (Appendix 1).

If you have any queries, questions or need help with the process, please do ask for assistance by contacting Ms Suarez at Isabel.Suarez@ursulinehigh.merton.sch.uk

Please note any fraudulent claims may result in permanent exclusion.

Assessment of Need and Allocation of Funding

All bursary applications, including both the Vulnerable Bursary and Discretionary Bursary, will be assessed based on the individual financial circumstances and specific needs of the student. Funding decisions will not be made using automatic or fixed-rate payments that do not reflect an assessment of need.

For students applying for the Vulnerable Bursary, claims submitted to the Department for Education (DfE) must be supported by evidence of eligibility and an assessment of the student's individual needs. Eligible students may receive up to £1,200 per academic year; however, awards will be determined according to actual need and course-related costs and will not automatically be awarded at the maximum amount.

As part of the application process, all applicants will be required to complete an Individual Needs Assessment Form alongside the bursary application form and supporting financial evidence. This assessment will help determine the level and type of support required, including support with transport, equipment, meals, compulsory educational visits, IT access, and other identified barriers to participation.

Payments or support may be approved once the assessment process has been completed and verified. The school is not required to wait for reimbursement from the DfE before providing approved support to eligible students.

All applications will be considered on a case-by-case basis, and the school reserves the right to request additional evidence or clarification where necessary.

Bursary Fund contract

If you are successful in your application for funding, you will be asked to sign the Bursary Fund Contract (Appendix 2) and comply with the conditions below:

96% attendance and punctuality each half term, including to timetabled Independent Learning lessons, PSHEC, General RE, and 100% attendance to compulsory 6th form events e.g. Faith Day, Academic Review Day.

To demonstrate a high standard of attitude and behaviour.

How much will you get?

The amount will be dependent on the funds allocated from the Education Funding Agency as well as the type of bursary you qualify for. Once funding is approved, transfers will be made via BACS directly into the students' own bank account, provided they meet the criteria set out in the above contract.

Appeal Process

The school will endeavour to always act with complete fairness. Should you wish to appeal against the decision you must write within seven days of receiving your notification regarding your application.

Letters should be addressed to Mr Adam, and these will be passed to the Headteacher Mr Kelly who will consider the appeal letter. Should you be unhappy regarding the outcome of the Headteacher's decision you may further appeal to the Chair of Governors within seven days.



Ursuline
SIXTH FORM
WIMBLEDON
Belong and Succeed

APPLICATION FORM 16-19 BURSARY
FUND 2026-27

STUDENT'S DETAILS

FIRST NAME:		DATE:	__/__/__
SURNAME			
Is the Student in Local Authority care, a Care Leaver or living with a foster family? (If yes, go straight to the declaration section)			Yes/No

DOCUMENTARY EVIDENCE FOR INCOME

RECEIVED YES/NO	TYPE OF INCOME AND EVIDENCE REQUIRED	PARENT/CARER 1: AMOUNT RECEIVED (£) PER YEAR	PARENT/CARER 2: AMOUNT RECEIVED (£) PER YEAR
	Universal Credit (amount per year in the next box) (please provide the three most recent statements)		
	Working Tax Credit (ALL pages of original Tax Credit Award Notice for the last tax year)		
	Child Tax Credit (ALL pages of original Tax Credit Award Notice for the last tax year)		
	Child Benefit (number of children under 18)		
	Income Support (most recent statement)		
	Job Seekers Allowance (most recent statement)		
	Disability Living Allowance (most recent statement)		
	Personal Independent Payment (PIP) (most recent statement)		
	Pension (Credit/Employer's/Widow's) (most recent statement)		
	Child support/maintenance payments		
	Employment (most recent P60)		
	Self-employed (latest filed accounts)		

	Other source of income (e.g. property, shares etc)		
	TOTAL GROSS HOUSEHOLD INCOME	£	£

You must provide ALL the above documents which apply. **Please provide original documents.**

ALL pages of these documents must be provided. We may ask for further evidence depending on individual circumstances. It is a serious offence to give false information and will lead to permanent exclusion. We have a duty of care to protect the public funds we control. We may use the information you have provided on the form to detect and prevent fraud. We will also share this information with other organisations which control public funds. Your application will be treated with confidentiality and other students will not be aware that you have applied/are receiving financial assistance.

I confirm that I have a UK bank account in my own name where payments can be received.

Bank Name: _____ Account Number: _____ Sort Code: _____
/____/____

To be eligible to receive help from the 16-19 Bursary Fund you must have been ordinarily resident in the UK for the past three years. Please enter the date you entered the UK.

___/___/___

PARENT/CARER/STUDENT DECLARATION

I/We understand it is our responsibility to notify Ursuline High School immediately if there are any changes in our financial circumstances and that failure to do so may be considered as fraudulent. I/We also understand that failure to do so may result in my repaying the bursary payments made from the date of the change.

I/We understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

Payments are made at the end of each half-term. If you qualify for a bursary, to receive payment:

- You must be enrolled as a full-time student at Ursuline High School in the Sixth Form.
- Your attendance must be at least 96% for each half term.
- You must attend all subject lessons, including PSHE, Independent Learning lessons, general RE and compulsory Sixth Form events.
- You must show high standards of attitude and behaviour.

I/We understand that by not meeting these criteria may result in the half-term payments being withheld. I/We confirm that the information given on this form is true and correct and I/we agree to the above conditions.

Adult 1 Signature:		Date:	___/___/___
Adult 2 Signature:		Date:	___/___/___

Student Signature:		Date:	___/___/___
PRIVACY NOTICE			
Ursuline High School complies with the principles of the General Data Protection Regulation (GDPR). By submitting this form, you consent to the Ursuline holding your information. The information being collected may be used for the prevention and detection of fraud and crime and we may, under the Regulation, not require your consent to do so.			
<i>Please return the completed form together with the original supporting documents to:</i> <i>Ms Suarez, Lead Sixth Form Bursary, Ursuline High School.</i> <i>Any queries please email Isabel.Suarez@ursulinehigh.merton.sch.uk</i>			
Date received by Lead Sixth Form Bursary	___/___/___		



Ursuline
SIXTH FORM
WIMBLEDON
Belong and Succeed

16-19 Bursary Fund – Claim Form

The Education & Skills Funding Agency requests that payments made from the Bursary Fund are informed by your individual circumstances.

Please give details below of the reasons for your claim, the full cost involved and frequency of such payments, how much you would like the school to contribute.

For one-off payments, please give reason for the claim, the actual cost involved and how much you would like the school to contribute.

Payments are conditional on regular attendance (96% including authorised study leave) and respecting all the terms of the contract you need to have signed and returned.

Please note bursaries will not be awarded if funds are exhausted.

Reason for claim	Actual cost	Amount required	Frequency

Student Name:

Date:

Amount agreed:

Agreed by:



Ursuline
SIXTH FORM
WIMBLEDON
Belong and Succeed

BURSARY FUND CONTRACT 2026-27

This contract is an important document. Please read it carefully before signing below. The school will keep a copy in your file.

This is an agreement between you (the student) and Ursuline High School confirming that you need to meet the following requirements to be awarded Bursary funds every half-term:

- ☐ **96% attendance and punctuality every half-term**
- ☐ **Attendance at all subject lessons, including PSHE, Independent Learning lessons, General RE and compulsory Sixth Form events.**
- ☐ **A high standard of attitude and behaviour.**

I have read and understood the above contract and understand that I must adhere to **ALL** the above requirements if any Bursary Funding is to be paid to me.

Student Name (PRINT) _____

Student signature _____

Date: _____

Payments cannot be authorised until this form has been returned and verified.