



## **Ursuline High School**

### **Bursary Fund Policy 2025**

#### **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 in order 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 £30,000 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 2025/2026 academic year, students must be aged 16 or over at 31/08/2025.

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 1<sup>st</sup> September and has been resident in the UK for the **three years** preceding the 1<sup>st</sup> of September.

All applications and evidence/proof of income must be submitted to Ms Suarez, Lead Sixth Form Bursary, by Friday 19<sup>th</sup> September 2025, 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](mailto:Isabel.Suarez@ursulinehigh.merton.sch.uk)

Please note any fraudulent claims may result in permanent exclusion.

### **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 6<sup>th</sup> 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.