St Peter's Catholic High School and Sixth Form Centre



16- 19 BURSARY GRANT POLICY

2026/2027

Approved by:	FGB
Last reviewed on: September 2026	
Next review due by: September 2027	

The Government has provided some money for schools and colleges to allocate to young people who need financial support to stay on in education.

This policy is applicable for the academic year 2026-27

It is based on advice provided by the Education & Skills Funding Agency and sets out how the School will administer and distribute these funds and is divided into the following sections:

1 Eligibility
2 Applications and Assessment
3 Payments
4 Appeals
5 Fraud

The School recognises that offering financial support to students requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

1 Eligibility

Bursaries are intended to support those students who are struggling with the costs for their studies. Three categories of students are eligible to apply:

1. Students in Year 12 or 13 who are in care, care leavers, in receipt of income support and young people receiving Employment Support Allowance who are also in receipt of Disability Living Allowance. These students will be given the highest priority and will receive a bursary of £1,200 a year.
2. Students in Year 12 or 13 who are not eligible under category 1 but who are currently in receipt of Targeted Free School Meals from 1st September 2026 or who have received Free School Meals at any time in the previous 6 years ('Ever 6') will receive a bursary of £600 per year.
3. Students in Year 12 or 13 who are not eligible under either category 1 or 2 may apply for a grant of up to £200 per student. The grant applications must be received using the St Peter's 16-19 grant application form available from the 6th Form office, by the closing date for the application window which will be detailed at the time. A panel made up of sixth form leadership team and the Business Manager will review all grant applications and will communicate their decision to all applicants within two weeks of the closing date.

Students eligible to receive a bursary or grant should be aged under 19 on the 31st of August in the academic year in which they start their programme of study. If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

Depending on the uptake of grants across the various categories it may be possible for the sums allocated to be increased above those shown above. The panel will review, once the uptake for the year has been determined, and will agree any changes in grant level.

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2 Applications and Assessment

The School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries.

Students applying for category 3 must provide evidence of their household income e.g. P60s, payslips or notice of benefit received from the Department of Work and Pensions. All supporting evidence received by the school's finance office will be treated in the strictest confidence.

Students in category 1 and 2 will be identified by the school from school records; students in these categories will be automatically assessed and advised of their 16-19 Bursary grant via their school email account.
If any student believes they are eligible under category 1 or 2 but have not received a grant they should initially contact the Head of Sixth Form who will investigate.

Payments to successful claimants will be backdated to the date of entitlement within the current financial year.

If circumstances change during the academic year, students falling under category 1 or 2 should contact the Head of Sixth Form. In this case payment of claims can be backdated for up to 28 days.

Students are entitled to appeal against any decision taken by the School. The appeals process is outlined in section 4 of this document.

3 Payments

Payments to students will be made by BACS transfer.
Category 1 £120 per month from October 2026 to July 2027
Category 2 £80 per month from October 2026 to July 2027
Category 3 up to £300, one off payment

Students are encouraged to open a bank account so that payments can be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form. Alternatively, only if the student gives specific written instruction, payment may be made into another person's account.

Should any student fail to meet the expectations detailed below the school reserves the right to withhold bursary payments for the period for which expectations have not been met.

Attendance –*95% unless exceptional circumstances*
Behaviour – *no negative SIMS report, not on a PSP or ASP*
Handing in Work – *all relevant deadlines met*

If students leave school before the end of the academic year they will only receive payments for the time that they attended the sixth form.

Students entitled to bursaries joining the school later in the academic year will receive a pro-rata allocation.

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4 Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or grant or for the withholding of payments. They should first raise their concerns with the Head of Sixth Form. If this fails to resolve any differences they should write to the Principal who, together with a governor (who isn't a current parent in school) will review the appeal.

5 Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and will be excluded from the school.

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16-19 Bursary Grant Application Form Academic Year 2026-2027

Student's name	
Address	
Tutor Group	
Year group	
Date	

Now state the sum of money you are applying for to support your studies and briefly and clearly what you need the money for and the reasons why you are applying; the bursary grant is to support students who are struggling with the costs of their studies. The maximum sum which can be applied for is £300.

Please indicate which category you are applying for:

Category 1	❑	**Please complete form on reverse**
Category 2	❑	**Please complete form on reverse**
Category 3	❑	**Please complete the form below and then your details on the reverse of this form**

Household income (including benefits, but not including child benefit) Note we require evidence to confirm your declaration Eg. P60, payslip, benefit statements	
Sum requested	£
What the grant will be used for and the reasons why you are applying?	

Now ask your Head of Year to sign this form overleaf to show that they support your application.

Head of Year name & signature	Comments

16-19 Bursary Bank Account Details

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Name	
Bank name	
Bank Address	
Name on the account	
Sort code (6 digits)	
Account number (8 digits)	
Signature	
Date	

Finally, please return your completed form to Mrs Walton in the Heads of Year Office, St Peter's Sixth Form Centre.

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