

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



16-19 Bursary Fund

Originator Mrs H. Abell

Updated July 2025

Next Review Date: June 2026

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OUR VISION

We aim for all members of our
Christian community to flourish spiritually,
academically and personally so that they
can live life in all its fullness.

*'I have come in order that you might
have life – life in all its fullness.'*

(John 10:10)

16-19 Student Financial Support

Ripley St Thomas Sixth Form Bursary Policy 2025-26

Introduction

The 16-19 Bursary Fund is made available by the Government to students who may be facing financial constraints in meeting the costs of participating in their study programme.

Bursary funding is to help eligible students with costs such as travel to and from school, to buy essential books, equipment, appropriate 6th Form dress or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items, the student would otherwise need to pay for to participate.

The bursary fund is not intended to support costs unrelated to education e.g., living costs, extracurricular activities where these are not essential to the student's study programme or provide learning support services that school provide for students such as counselling, mentoring or extra tuition. All students who apply for financial support from the bursary fund must meet the age and residency criteria in order to be eligible, along with the outlined criteria below in respect of the two types of bursaries available.

The most vulnerable students will be prioritised in terms of the allocation of the fund, but we will aim to support as many students as possible. We will assess the actual financial needs of individual students in addition to eligibility when awarding bursary funding.

The Academy also requires that agreed targets including good levels of attendance, effort and behaviour are to be maintained throughout the academic year.

There are two types of bursaries available to students aged 16 to 19:

- Vulnerable Groups Bursary
- Discretionary Bursary

Vulnerable Groups Bursary

Students who are eligible for a Vulnerable Groups Bursary are students who are in one of the following categories and are unlikely to be receiving financial assistance from parents or carers, meaning they may need a greater level of support to enable them to continue to participate in their study programme. The defined vulnerable groups are students where the:

- Young person is in care (the local authority providing the care for the young person will confirm this).
- Young person is a care leaver (the local authority that looked after the young person will confirm this).
- Young person (not their parent) is receiving Universal Credit (UC) in their own right, because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner

- Young person (not their parent) is receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Universal Credit in their own right.

Discretionary Groups Bursary

Students who are eligible for a Discretionary Bursary are students whose household income is £36,000 or below and/or students currently in receipt of free school meals.

Essential Participation Costs

Costs which your bursary award is intended to help with are as follows;

- Books e.g., text books, study guides
- Equipment e.g., scientific calculator, tablet, laptop, stationery
- Cost of educational visits e.g., field trips, university interviews, open days
- Travel costs to/from Sixth Form
- School meals
- Clothing e.g., 6th Form dress, protective clothing, aprons

Bursary payments will be made in-kind wherever possible and practicable. In-kind payments may include, but are not limited to; vouchers, equipment, bus passes, canteen meal deals, and clothing.

Where in-kind payments are not possible, costs will be re-imbursed by bank transfer. In order to be re-imbursed, students must retain receipts for purchases made and upload them to the Bursary Portal.

For standard weekly costs (e.g., travel), it may not be practical to collect receipts for every transaction. Costs may therefore be evidenced initially by receipts, then paid after that linked to attendance. If you regularly travel the same route by public transport, it may be more appropriate for the Academy to purchase a termly bus pass for you.

Online Application Process

If you wish to apply for Bursary Funding for 2025-26, please visit the Ripley St Thomas Sixth Form

Bursary 16 to 19 Application Portal. Access to this is via the Academy's website under Sixth Form, Bursary. Students joining us in year 12 will be able to access the bursary application via their homepage on the application portal from the day on enrolment. The bursary portal will open for applications from **Thursday, 21st August**, you will require your Ripley student email to register for your online account. On processing your application please:

- Check that your household income meets the eligibility criteria or that you are still in receipt of free school meals.
- Submit evidence of household income e.g., the last 2 recent payslips, a tax return if self-employed, the 3 most recent monthly Universal Credit Statements or alternatively, provide P60 End of Tax Year Statement (April 2025). Please note if you

are in receipt of free school meals, this information will not be required. Please indicate on the form your entitlement to free school meals.

- Complete the application form, answering all questions in full to avoid delay when processing your application. Ensure you include the student's bank details.
- Applications must be signed by the student and where possible parent/carer.
- **Closing date for applications will be Friday 26th September 2025.**

Bursary Awards

The 16-19 Bursary Fund panel will assess applications with Vulnerable Groups Bursary allocation being verified in the first instance, with Discretionary Bursary allocations following.

We will base all decisions about which students should receive a bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These may vary from student to student, depending on, for example; household income, means of travel and the requirements of a specific study programme.

The Academy will endeavour to assess all applications received at the earliest opportunity with students being notified of the outcome via the 16-19 Bursary Fund Portal as soon as possible thereafter.

If your application is approved, you will be notified that the bursary has been awarded to you. You will then be able to request support for essential participation costs and 6th Form Dress. These will be paid by in-kind payments or by payment to your bank account. Your claim will be assessed after you have requested funds. Please note that requests are not automatically approved.

The Ripley St Thomas Sixth Form 16-19 Bursary Fund panel will comprise of: The Academy Business Manager, the Deputy Head of Sixth Form and the Bursary Manager. Any student who leaves Ripley before the end of the examination year will be required to return any equipment, stationery, books etc. which can be made available for future use.

Fraudulent Claims

Where an application is found to have been made on the basis of false declarations, the student will be required to repay the value of the entire Bursary allocation and may be asked to leave the course. Fraudulent claims may also be referred to the police.

Appeals

Students have the right to appeal against any decision made. Appeals should be made in writing within 2 weeks of the date of the decisions being issued. Letters of appeal should be addressed to:

Mr P. Mashiter
Academy Business Manager
Ripley St Thomas C of E
Academy, Ashton Road,
Lancaster.
LA1 4RS.

The Academy's decision will be final.

For further information about the 16-19 bursary, please visit

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance>