



St John Payne Catholic School

Sixth Form Bursary Scheme



Financial support for students in 2025/26

To be eligible to receive a 16-19 Bursary in the 2025/26 academic year, the student must be aged 16 or over and under 19 on 31 August 2025.

The 16-19 Bursary Fund has two elements:

Vulnerable Student Bursary

You could get up to £1,200 if at least one of the following applies:

- > You are living in care or recently left local authority care
- > You are receiving Income Support or Universal Credit because you are financially supporting yourself
- > You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- > You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You may get the full amount if you have expenses and study full time on a course of at least 30 weeks. You may receive less, or no bursary, if the course is shorter, you study part time or have few expenses.

If you think you are eligible for this £1200 bursary please contact the Business Manager, Mrs Ferguson-Watts as soon as possible as the school needs to apply directly to the Learner Support Service for this grant.

You will have to provide documentary evidence of award letters.

Discretionary Bursary

The Discretionary Bursary is categorised by St John Payne Catholic School into High, Medium and Low priority.

Eligible students may apply for the discretionary bursary, by 30th September 2025, for a contribution towards:

- > The cost of transport, essential course equipment, related educational visits, exam re-sit fees

The Award may be paid as a one off payment for specific items or a bursary for support, according to need.

High Priority - Level 1

Students who fall into one or both of the following categories:

- > The student is currently eligible for free school meals
- > The student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support or Universal Credits

Medium Priority – Level 2

Students who live in a household where the gross annual household income is less than £22,500

Low Priority – Level 3

Students who live in a household where the gross annual household income is less than £30,000 but more than £22,501

Amounts paid will be subject to the number of students in the category, the availability of funds and will be pro rata for applications made during the academic year.

Financial support is dependent on supplying requested evidence of income, meeting agreed attendance and behaviour criteria and is at the discretion of the Business Manager and Head of Sixth Form.

Financial support is dependent on meeting agreed attendance and behaviour

The awards are dependent on good behaviour, adherence to the sixth form contract and 90% attendance Please note that the school has a small allocation for this Bursary Scheme and therefore funds are limited.



What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education.

If I am in one of the eligible groups what evidence will I need to provide?

- Parents P60 tax certificate if they are in employment.
- If your parents are in receipt of benefits, documentary evidence is required of award letters.
- If you are in care or a care leaver, the local authority will be able to provide a letter confirming this.

If you have any other financial needs you will need to show documentary evidence as to why you need financial support for level 2 and 3 bursaries and evidence relating to Free School Meal eligibility and household income will be required.

Free School Meals criteria – do you qualify?

Parents or guardians receiving the following benefits can claim Free School Meals:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

How do I apply?

You should submit applications online via Applicaa <https://stjohnpaynebursary.applicaa.com>, as soon as possible after admission in September, but by the 30th September 2025 and 23rd January 2026. Please be aware that should your financial circumstances change during the academic year you may apply for assistance in the first two weeks of the spring term.

Please complete the application form online via Applicaa and remember to include evidence to support your application.

What happens to my application form?

All applications will be considered by a **School Remissions Panel**

The School Remissions Panel The Business Manager and the Head of Sixth Form.

The Panel will sit in **October and January** to assess each claim and authorise payments.

Items will be ordered by the school once the application form is successful. You will be notified via Applicaa if you have been awarded the Bursary.

Students whose applications are approved will be monitored and evaluated throughout the year and reports given to the School Remissions Panel regarding students failing to meet the conditions of the grant.

The grant will be withdrawn at any time if a student fails to meet the criteria.

In some circumstances the school may choose to provide an 'in kind' support or for example purchasing equipment or a service on behalf of the student

Advice on bank accounts

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments will not be made into another person's account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS.

Any appeals against decisions should be made in writing to the Headteacher.