



Calday Grange Grammar School
CALDAY GRANGE 16-19 BURSARY FUND FOR SIXTH FORM STUDENTS
Guidance

The School receives 16-19 Bursary funding from the Department for Education. The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

To be eligible to receive a bursary in the 2025 to 2026 academic year the student must be aged 16 or over but under 19 at 31 August 2025.

The Department for Education does not allow large or lump sum bursary payments to students.

Block, blanket or flat rate payments are not permitted – The bursary application should reflect the actual costs the student has.

The School follows this advice and therefore offers individual support as outlined below.

A financial assessment will be carried out to confirm actual financial need and amount of support required.

The 16-19 Bursary Fund has three levels of support:

Category 1 (Vulnerable Bursary for Defined Groups): Up to £1,200 per annum paid in instalments. Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary, if they do not have financial needs and/or their financial needs are covered from other sources. They may receive a lower amount of bursary or no bursary, if they do not have any actual participation costs.

- 16-19 students who are looked after by the Local Authority
- 16-19 students who are Care Leavers
- 16-19 students in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- 16-19 students in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Category 2 (Discretionary): Up to £1,000 per annum paid in instalments.

- 16-19 students who are in receipt of Free School Meals at any point in their Sixth Form studies will be invited to apply for a bursary

Category 3 (Discretionary): Up to £1,000 per annum, this may be paid in instalments.

- Bursary awards will be targeted towards 16-19 students facing financial barriers to participation, such as the cost of transport, meals, books and equipment. If the student's gross household income is below £30,000 (2025/26) and/or in receipt of an 'income based benefit', they may be eligible for a discretionary bursary. By 'income based benefit' we mean the following:
 - Income Support
 - Working Tax Credit/ Child Tax Credit
 - Income based Employment and Support Allowance
 - Universal Credit
 - Other benefits and pensions

Students may be awarded one bursary only per academic year based upon their individual circumstances.

For eligible students the fund can help towards the cost of essential course-related costs such as travel to school, equipment, books, essential educational trips, school clothing, food and attending university/job interviews and work experience. It applies to expenses during the current academic year.



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The bursary fund is not intended to:-

- Provide learning support – services that institutions give to students – for example, counselling, mentoring or extra tutoring
- Support extra-curricular activities where these are not essential to the students' study programme such as The Duke of Edinburgh.
- Support general household incomes

The main priorities for funding are economically or socially disadvantaged students who need support for learning costs and have financial difficulties. In the current economic climate, the fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income.*

How will I know if I qualify?

Please check the three categories above; if you think you meet the criteria then please apply via the Applica online platform 16-19 Bursary application form. The link to set up an account for the Applica online platform is available on the school website in the sixth form section.

Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school. These are:

- 90% attendance
- Good standards of behaviour
- Learning outcomes in line with target

(Bursaries will still be paid to students with an attendance below 90% (defined as persistently absent by the government) and will be issued on a pro-rata basis, e.g. 84% attendance = 84% of the funding.)

***Exceptional Circumstances**

The School acknowledge that not every student who requires support will fit into one the three categories and that every situation is different. The Bursary Fund panel are prepared to consider requests that do not fit into the three categories on an exceptional basis, and will exercise their discretion based upon the evidence presented.

In this situation, a covering letter should be included, outlining the circumstances and providing supporting evidence. Evidence of income must be supplied via pay slips, details of entitlement to other benefits (e.g. Widow's pension, Disability Living Allowance), insolvency details etc. Please supply as much information as possible to ensure that your application can be carefully considered.

How do I apply?

If you wish to apply for support from the Calday Grange 16-19 Bursary Fund you should:

- Check that you meet the financial eligibility criteria detailed above or contact the Sixth Form team for advice.
- Complete the Calday Grange 16-19 Bursary Fund application online, answering all questions in full to avoid delay when processing your application.
- Attach the required evidence as indicated on the online application.

A new application must be completed each academic year as an approved Bursary is for one academic year only.

What happens next?

The Calday Grange 16-19 Bursary Fund panel will assess your application. If it is approved, they will arrange for the bursary to be processed by the School Finance Team. The Calday Grange 16-19 Bursary Fund panel will comprise: the Sixth Form Year Head, Chief Financial Officer and Deputy Headteacher.



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How will I receive the bursary?

The Education & Skills Funding Agency **does not** allow that large or lump sum bursary payments be made to students. Following this advice the School will offer the bursary as below:

- Annual passes for travel on the School operated buses;
- Provision of Merseytravel passes for students who do not use School operated buses;
- Credit reserved for your ParentPay account to enable payment to be made for education school trips, books and equipment and the purchase of snacks and lunch at the School;
- Work experience placement including self-placement, sourced placement or vocational placement;
- Laptop / iPad to be used for educational purposes;
- Direct payments may only be made in **exceptional circumstances** and will require a covering letter detailing what the bursary award will be spent on. Direct payment allocations will be the balance of the bursary after deducting the priority items listed above. This decision will be made on a discretionary basis by the 16-19 Bursary Fund Panel based upon the information provided with the application. Receipts of purchases made **must** be submitted to the finance office and failure to do so may result in future direct payment awards being refused.

Any direct payments will be made to the student's bank account. If the student wishes their parent or carer to receive the direct payment they will need to provide written consent waiving their right to receive the payment and provide their parent or carer's bank details. Direct payments will be paid on a case by case basis.

What might I receive?

Student A – gross household income of less than £30,000 who lives on the route of the C Wallaseybus route and not in receipt of Free School Meals – **bursary allocated of up to £1,000 per annum**

- Receive a C series annual bus travel pass (worth £795)
- Credit reserved for their ParentPay account of £205 to be used for school trips, books and equipment, the purchase of snacks and lunch at the School.

Student B – gross household income of less than £30,000 who lives on the route of the W Series Chester and North Wales busroute and in receipt of Free School Meals – **bursary allocated of up to £1,000 per annum + £722 FSM entitlement (£3.80 per day) = total support of up to £1,722 per annum**

- Receive a £1,000 bursary award towards W Series annual bus travel pass (worth £1,595). The balance of £595 to be paid by parents/carers/students in 9-monthly instalments via Shopify.
- Receive a daily credit of £3.80 per day on their cashless catering account to spend on snacks and lunch in the school catering facilities (worth up to £722 per annum)

Free School Meals

We use the Capita Sims portal to assess student eligibility for Free School Meals. If you believe that your child is eligible please apply using the link on our School website. All students who are eligible for Free School Meals receive a daily credit of £3.80 on their cashless catering account.

Can I appeal against the decision?

You do have the right to appeal. If you wish to appeal against any decision made, please contact the Headteacher in writing, fully stating your reasons. Please note that additional evidence may be required to support your appeal. When preparing your appeal you should include letters of support from people who understand your situation. For example: member of Calday Pastoral team, a support worker, GP etc.

Final decisions for appeals will be made by a panel consisting of Governors. Their decision will be final.

If you need any additional information, help completing the application form or further support, please contact the Finance Office, in confidence, on (0151) 625 2727 or email bursary@calday.