



**Hedingham School
and Sixth Form**

**Sixth Form
Bursary Scheme
2025-2026**

Hedingham School and Sixth Form receive Government funding to support students staying on in education that need financial support. In order to qualify for any of the Bursary awards listed below, you must be aged over 16 and under 19 on 31 August, before the start of the academic year.

The school would encourage all students who qualify for Level 1 and Level 2 Bursaries to apply for this funding to support their studies. If you would like help in completing the application forms, please contact one of the Sixth Form team. Please note, the payment will be made directly into the student's bank account.

This document is available electronically on the Hedingham School Website in the Sixth Form section.

Who Is Eligible for A Bursary?

There are three levels of Bursary, and Sixth Form students can apply for **ONE** only:

Level 1 - up to £1,500 per year. To support the studies of young people in care, care leavers, young people receiving income support and disabled young people receiving **BOTH** Employment Support Allowance and Disability Living Allowance or Personal Independence Payment (PIP). NB the student, not a family member, must be in receipt of these allowances to qualify for a Level 1 grant. **If you are only in receipt of PIP this does not meet the criteria we have to meet.** The Level 1 Bursary is aimed at students who do not have financial support from parents, e.g. those in care and care leavers.

Level 2 - up to £1,200 per year. To support the studies of students who received Free School Meals* in Year 11 and continue to be eligible for Free School Meals* in the Sixth Form. Please explain on the application form how the funding will be used to support the students' learning.

Level 3 - up to £800 per year. To support the studies of students who do not fall into the above categories and whose total household income is less than £30,000 per year and no other income is available from another household to support the student. Documentary evidence is required. Please explain on the application form how the funding will be used to support the students' learning.

Awards will be dependent on good behaviour, adherence to the Sixth Form code of conduct and good attendance (no more than 10% unexplained absence from all lessons). The school may purchase bus tickets on behalf of students if the Bursary is to cover transport costs.

What Can the Bursary Money Be Spent On?

The money is to help a young person stay and succeed in education, for example:

- books
- meals
- transport
- curriculum / university visits
- other course-related costs, such as:
sports kit, camera for photography, materials for art, school music lessons or instruments for music

Expense Receipts

Receipts must be obtained **for all purchases** made from the Bursary fund and handed in to the Finance Office in order to satisfy audit requirements. Students and families must be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

University/Further Education/Apprenticeships Visits

Students in receipt of the Bursary can apply for up to £100 towards the cost of making visits linked to their future study plans post Sixth Form. Each student may apply for up to a maximum of three visits.

Hardship Fund: In addition to the above, if you find that you are struggling financially over the academic year you may be able to have access to our Student Hardship Fund if your situation is negatively affecting your Sixth Form studies. In the past, we have been able to support some students with transport, equipment and access to school trips. Please speak to the Head of Sixth Form in the first instance to discuss your situation.

Proof of Eligibility

In order to qualify for each level of Bursary, documentary evidence must be provided as follows:

Level 1 - If the student is receiving Income Support, Employment Support Allowance **AND** Disability Living Allowance or Personal Independence Payment (PIP) you can provide a letter from the Department of Work and Pensions setting out the benefit they are entitled to. If the student is in care or care leavers, the local authority will be able to provide a letter for the school, college, or training provider confirming this.

Level 2 - If the student currently qualifies for Free School Meals* this will be registered at the school already, so no additional proof is required. Please Note: If you think you qualify for **Free School Meals*** (see below) but have not previously applied please contact School Reception who can carry out a simple check to see if you qualify.

Level 3 - Proof the total household income is less than £30,000 per year will be required.

**** Free School Meals criteria – do you qualify?***

Parents or guardians receiving the following benefits can claim Free School Meals. You can apply for Free School Meals if you or your child receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Bank Accounts

Students aged 16 or over are able to open a basic bank account, which will allow for receipt of the bursary by cashless means and will allow funds to be withdrawn via cash machines, as well as via standing orders and direct debits where necessary. Students at Hedingham School and Sixth Form will be paid by BACS.

- Payments will be made to the student, not the Parent/Guardian
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account
- Payments may be made to a joint account, if the student is one of the account holders

How Do I Apply?

You should pass your completed application forms to the Finance Office addressed to the Chief Finance Officer marked 'Confidential' as soon as possible. The deadlines for applications are: 8 September, 12 January and 19 April. If you need assistance completing the application form, please contact a member of the Sixth Form team.

Do I Need to Apply Each Year?

Yes, you need to apply each academic year, as your circumstances might change.

Use the Application Form attached and please remember to include:

- **Evidence of income to support your application for Level 1 and 3 Grants**
- **Full details of what the grant will be used for**

What Happens to My Application Form?

Our Sixth Form Bursary Panel is made up of the Head of Sixth Form, CFO, and a Governor.

The Sixth Form Bursary Panel meets in September, January and April to assess each claim and authorise payments.

Bursary payments will be made to students in the Autumn Term (50% of Bursary), Spring term (25% of Bursary) and Summer Term (25% of Bursary). However, if there is a specific circumstance that requires the grant to be released in smaller amounts at more regular interval e.g. weekly this can be agreed.

All applications approved will be monitored throughout the year and reports given to the Sixth Form Bursary Panel regarding any students failing to meet the conditions of the grant. The grant will be withdrawn at any time a student fails to meet the criteria.

Hedingham School and Sixth Form may choose to provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus tickets rather than making payments to the student.

NB - The Bursary payment to schools is a fixed sum and not on a per student basis. Hedingham School and Sixth Form may have to vary the amounts of its Bursaries to deal fairly with the numbers of eligible students in their Sixth Form.

Sixth Form Bursary Application Form

Name: _____

Form: _____

Date of Birth: _____

Address: _____

Postcode: _____

Home Telephone Number: _____

Student's Mobile Number: _____

Parent's Mobile Number: _____

Bursary Applied for (tick one box only)

Level 1: ☐

To support the studies of students in care, care leavers, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance (or PIP).

Level 2: ☐

To support the studies of students who receive Free School Meals. Please explain how the funding will be used to support the students' learning.

Level 3: ☐

To support the studies of students whose total household income is less than £30,000 per year. Please explain below how the funding will be used to support the students' learning:

Please note: evidence should be attached to support your application for Level 1 and 3 Bursaries. If no evidence is appended, the application will be rejected automatically.

Payment

If you are successful in your application, we will need your bank details to enable us to make payment directly into your account. Please complete your bank account details below:

Student's Name:	
Email Address for Remittance Advice:	
Bank Account Number: (8-digit account number)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name on Bank Account:	
Sort Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of Bank:	
Branch:	
Bank's Address:	
Email PDF Remittance Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Payment Reference Number:	Hedingham School
Student's Signature:	I agree to the funds being paid into the bank account above _____ Signed
Account Holder's Signature: (if the account is not in the student's name)	
Date:	

For School Use Only:					
Input	Date	Checked	Date	M Check	Date

Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope to the Finance Office addressed to the CFO marked 'Confidential'.

Declaration by Student and Parent(s)

I agree to my application being considered by the Sixth Form Bursary Panel, whose decision is final and not subject to any appeals process.

I understand that:

If I do not behave well, fail to adhere to the Sixth Form Code of Conduct or have attendance below 90% then my Bursary will be withdrawn without notice.

I confirm that, for Level 3 Bursaries, no other income or financial support is available from another household to support the student.

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid, then I will repay the funds given to me.

I need to provide receipts, or other proof of payment, to the Finance Office for all purchases made using my bursary.

I confirm that:

The information I have given is, to my knowledge true and correct and Hedingham School and Sixth Form may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

The data contained on this form will be held on file for seven years and that Hedingham School and Sixth Form may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the General Data Protection Regulation (GDPR) and associated Data Protection Bill, which will replace the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student's signature: _____

Parent's signature: _____

Date: _____