

## Explanation of how to claim the Student Bursary

Make an application to the Principal using the link on our website:

[Bursary - English Martyrs' Catholic School](#)

Once the application is approved and you will receive a letter of confirmation.

**IMPORTANT** Return the slip included with the confirmation letter to Mrs Harper, Operations Manager

At this point you can start to claim the money from your bursary or request the use of a school laptop from the school (you **MUST NOT** purchase IT equipment yourself).

The school does prefer to purchase items on your behalf.

Use the form to claim money from your bursary:

[Bursary - English Martyrs' Catholic School](#)

**YOU MUST** submit and retain all your receipts for any pre-approved purchases

**YOU MUST** ensure that any items that you purchase are within the rules set out by the government (see Student Bursary Information).

If you have requested the use of a laptop, please make an appointment to see Mrs Harper to arrange this.

## Student Bursary Information:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026>

### 5. Permitted use of funding: assessing eligibility and awarding support

You provide bursary funding to help students with for example, the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate.

The bursary fund is not intended to provide learning support – services that you give to students, for example, counselling or mentoring – or to support extra-curricular or non-essential activities that are not essential to the students' study programme or to provide living costs support. We do recognise that some students may need items of clothing and/or footwear to be able to access further education and continue to participate. Such items may be eligible for exceptional support from the bursary fund, but you must ensure any such expenditure is genuinely and directly about the student accessing their education provision. You must retain evidence of expenditure for audit purposes, including the rationale, amount, and purpose, along with receipts.

For the discretionary bursary, you set your own eligibility criteria but must comply with the eligibility conditions and funding rules set out in this guide. You must ensure that students are eligible for, and need help from, the bursary fund each year.

You must base all decisions about which students receive a bursary and how much bursary they receive on each student's individual circumstances and actual need. These will vary from student to student, depending on their household income (in the case of the discretionary bursary), and their actual costs, based on factors such as the distance they need to travel to the institution, and the requirements of their study programme.

You must not make blanket or flat rate/fixed rate payments that do not reflect students' actual costs and needs, for example:

- to all students who meet your discretionary bursary policy
- to students in particular income bands, set as part of your discretionary bursary policy
- to students whose families are in receipt of particular benefits
- to all students who are in the defined vulnerable groups

To give an example about families in receipt of particular benefits, if a student had previously benefitted from a free school meal, this may indicate they may be eligible, but the actual financial need will vary depending on personal circumstances. An individual assessment of actual financial needs must be made to determine this.

You must manage the number and size of discretionary bursary awards to keep within budget.

You may decide to retain a small emergency fund from your allocation to support students who face exceptional circumstances during the year due to a change in their situation – if it impacts on their ability to participate in education. Evidence of the student's eligibility, the individual assessment and the student's actual participation costs must be held for audit purposes as for any other bursary fund application/award and all bursary expenditure must be in line with the funding rules in this guide. You may also choose to top up the bursary with your own funds.

There is no set limit for the amount of discretionary bursary that can be awarded to students. You can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as you have clearly identified an individual student has actual costs that require this level of funding to participate. You must hold evidence or receipts to support the costs paid from the discretionary bursary fund along with the rationale as part of your auditable record.

## 5.1 What the bursary fund cannot be used for

The bursary fund cannot be used to:

- provide learning support – services that institutions give to students. Examples include counselling, mentoring or extra tutoring or support such as servicing laptops/tablets
- support extra-curricular activities where these are not essential to the students' study programme goals and course objectives
- support the costs of foreign/overseas field trips where the content can be found within England at a much cheaper cost and/or to support the costs of fields trips that are not an essential part of a student's study programme goals or course objectives. Learning activities and experiences must be clearly mapped to show the link between the activity and the student's study programme goals or course objectives
- support general household incomes/general living costs (rent, bills, wi-fi and so on). This is out of scope and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000

You are not permitted to use the bursary fund in any way that would give you a competitive advantage over other institutions. Examples include:

- fees for access to facilities in the institution
- block subsidy of the canteen
- support for travel for all students regardless of family incomes or using the bursary fund to subsidise travel, for example, charging bursary supported students more than other students or charging bursary supported students when other students are not charged
- block provision of equipment, material, or books
- making bonus payments to reward attendance or achievement
- payments to support students' general living costs

You must not use the bursary as a way of incentivising attendance (for example, to award or guarantee additional payments if a student achieves specific attendance targets) or as a marketing tool to encourage students to choose one institution over another.

If you use non-bursary funds to provide free travel for all your students, you must make clear this is an offer from the institution and not support from the bursary fund.