

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:

[16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#)

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)

These are items the student would otherwise need to pay for to participate.

The bursary fund is not intended to provide learning support or pastoral care services that you give to students, for example:

- counselling or mentoring
- to support extra-curricular activities that are not essential to the student's study programme
- to provide living costs support

We do recognise that some students may need items of clothing 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 (along with receipts) for audit purposes, including:

- the rationale
- amount, and purpose

For the discretionary bursary, you set your own eligibility criteria but must comply with the overarching eligibility conditions and funding rules in this guide. You must repeat eligibility checks 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, and their actual costs, based on factors such as the:

- distance they need to travel to the institution
- requirements of their study programme

You must not make blanket, flat or fixed rate payments. All payments must reflect student's actual costs and needs, for example to:

- all students who meet your discretionary bursary policy
- students in particular income bands, if you chose to include them in your discretionary bursary policy
- students whose families are in receipt of particular benefits
- all students who are in the defined vulnerable groups

If a student previously had free school meals, this may indicate eligibility, 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 that impacts on their ability to participate in education. For audit purposes you must retain evidence of the student's:

- eligibility
- individual assessment
- actual participation costs

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 you can award to students. You can award discretionary bursaries equal to or higher than the maximum for the defined vulnerable groups if you have clearly identified the student has actual costs requiring 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 Costs that are not eligible for bursary funds

The bursary fund cannot be used to:

- provide learning support services that institutions give to students, such as:
 - counselling
 - mentoring
 - extra tutoring
- support the servicing of laptops and tablets
- support extracurricular activities where these are not essential to the student's study programme goals and course objectives
- support the costs of foreign or overseas field trips where the content can be found in England at a much cheaper cost, or field 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 or general living costs (for example, rent, bills, wifi 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](#)
- replace the local authority's statutory transport duty to students aged 16 to 19 – each local authority publishes an annual transport statement to set out their arrangements to facilitate participation in education or training for students aged 16 to 19

You should consider the relevant local authority's transport statement and local offers when setting your bursary policy, so your support for transport and that from the local authorities work together and do not duplicate one another.

You are not permitted to use the bursary fund to gain competitive advantage over other institutions by incentivising students to join or by covering costs that should be met from other budgets. Examples include:

- fees for access to facilities in the institution
- block subsidy of the canteen
- bursary support for travel for all students regardless of family income
- 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 make additional payments if students achieve attendance targets
- as a marketing tool to encourage students to choose one institution over another

When you are supporting bursary students by purchasing travel passes, we recognise that you may also wish to subsidise non-bursary students from your own funds to keep the passes affordable.

In these circumstances, for bursary students, the full cost paid out for a pass can be charged to the bursary fund. Bursary funds must not be used for any cost related to travel passes for non-bursary students and additional admin costs should not be charged to the bursary fund above the overall limit of 5% of the total bursary allocation.

Any travel passes purchased must be evidenced to be the best value for money when compared to alternative travel arrangements.

If you use non-bursary funds to subsidise or provide free travel for your non-bursary students, you must state clearly that this is an offer from the institution and not bursary funded.