

SACRED HEART CATHOLIC HIGH SCHOOL



16-19 Bursary Scheme 2026_2027

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16-19 Bursary Scheme

Introduction

The 16-19 Bursary Scheme provides financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

The 16-19 Bursary Fund has two alternative elements:

- The school may award a **discretionary bursary** to students to help with the cost of meals, books and equipment, including stationery and help with travel to and from school. This award can vary due to the individual circumstances of the student. **The basic eligibility criteria are for those students in Year 12 and Year 13 who are currently in receipt of free school meals**
- An **enhanced bursary** for young people in the following defined vulnerable groups: in care; care leavers; young people in receipt of Income Support or Universal Credit; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments
- Students who do not meet these criteria but are experiencing hardship should in the first instance speak to their Head of Year regarding their circumstances.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2026/27 academic year, the young person must be aged 16 or over on 31 August 2026. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

To qualify for free school meals a recipient first needs to apply to Newcastle City Council at [Apply for free school meals Apply for free school meals | Newcastle City Council](#) or by searching on the City Council website for “**Free School Meals Application**”.

After this form is completed online, the City Council will notify Sacred Heart of participation and a bursary, including a daily free school meals allowance usable at all Sacred Heart catering facilities, is awarded to the student. **If you have previously received free school meals, you may need to reapply as the award often ends at the end of Year 11.**

Only the administration of Free School Meals eligibility is overseen by the Newcastle City Council. All other provision is administered by Sacred Heart.

Vulnerable Bursary

In 2013, there was a phased introduction of two new benefits: firstly, Universal Credit, to replace both Income Support and Employment Support Allowance; and secondly Personal Independence Payments, which replaces Disability Living Allowance.

There may be some 16-19 year old students affected by these benefit changes and therefore students in the following situations are also now eligible for a vulnerable student bursary:

- Young people who receive a Universal Credit payment in their own name
- Young people who are disabled and receive Employment Support Allowance and a Personal Independence Payment in their own name

Therefore, the defined vulnerable groups are:

- Young people who are looked after (in care);
- Care leavers;
- Young people in receipt of income support (or Universal Credit) in their own name;
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)

Young people in the defined vulnerable groups are eligible for an enhanced bursary.

Sacred Heart is responsible for identifying young people who are eligible for a vulnerable student bursary payment. To do this, evidence must be provided by the student and copies of evidence must be retained for potential financial inspection of the school by the Educational Funding Agency.

Confidentiality will be respected by the school throughout. The following are examples of appropriate evidence:

- a letter setting out the benefit to which the young person is entitled, ideally confirming that the terms of their benefit entitlement allow them to participate in further education or training (institutions should be aware that there are circumstances in which a young person on benefits is prohibited from participating and should take steps to ensure this is not the case)
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services

Assessment and Payment of Bursaries

In determining arrangements for assessment and payment of the 16-19 Bursary Fund, Sacred Heart is subject to equalities legislation and will not discriminate against students, either directly or indirectly, on the basis of their protected characteristics. Sacred Heart is also subject to the public sector equality duty in section 149(1) of the Equality Act 2010.

Discretionary Bursary

To be eligible for a Discretionary Bursary, students must meet all four of the following conditions:

1. Attend Sacred Heart Catholic High School
2. Be starting Year 12, 13 or 14 in September 2026
3. Be aged between 16 and 18 on 31 August 2026 (note exceptional circumstances of EHCP plan)
4. Living in a household currently entitled to Free School Meals as recognised by Newcastle City Council

Items funded by bursary payments

To receive reimbursement for a claim you must complete a '*Bursary Claims Form*' and attach a receipt for the item/s purchased. This form can be collected from Mrs Stockley (Sixth Form Reception). You should then present this to the Student Office in Main School. Claims must be agreed in advance with your Head of Year. Receipts must be produced for ALL claims.

Examples of items that can be funded are listed below. These are for the named student only; parents and siblings cannot be funded.

Uniform:

- Discuss in advance the items of uniform required with your Head of Year. This includes any aspect of appropriate school uniform including one pair of appropriate school shoes (up to the value of £50). Please see the school dress code for further guidance
- Students in Year 13 should not be claiming for uniform after the Easter break
- One winter school coat per year (up to the value of £50)
- One school bag (up to the value of £30)
- Stationery will be provided by school and includes files, folders, paper, pens, highlighters, notebooks and calculators. This is not an exhaustive list. Please see Mrs Stockley to order stationary

Transport:

- Travel costs to and from school can be covered by the 16-19 bursary. Weekly, fortnightly or monthly passes are required plus receipts. This must be discussed with your Head of Year in advance
- Claims are time limited i.e. ticket receipts must be submitted within 2 weeks of travel
- To receive reimbursement for transport you must complete a '*Bursary Claims Form*' and attach the receipt for your travel. This form can be collected from Mrs Stockley (Sixth Form Reception). You should then present this to the Student Office in Main School

Educational materials:

- Academic books, revision guides and workbooks. Please see your Head of Year in advance. Where possible, please donate the books back to school on completion of Year 13
- Materials for specialist subjects like Art, Ceramics, Textiles, Music, Food, Drama, etc. Please check with your Head of Year and subject teachers to ensure they are appropriate resources
- Locker key deposits
- School trips: Partial payment and depending on the total cost of the trip
- Any other educational related costs to be discussed with your Head of Year

School Meals:

- As part of the bursary, you are entitled to a free school meal each day up to the value of £3.10. This can only be spent between 11:30am and 1:20pm in the Sixth Form Café or the Dining Hall

- Your iPay account will also be topped up with £12.50 each week. You can use this money to purchase snacks/refreshments or breakfast items from either the Sixth Form Café or the Dining Hall

Next Step, e.g. University, related items:

- In exceptional circumstances travel costs to an interview can potentially be covered. This must be discussed with your Head of Year in advance
- Any travel costs and railcards will need to be booked in advance (**ideally at least 2 weeks**) through the Finance Office in Main School. We can't guarantee tickets on shorter timescales
- UCAS fees can be paid for. Please ask Mrs Stockley to book an appointment with the Finance Office
- Any other 'next step' costs must be discussed with your Head of Year

Student Expectations:

To receive a bursary, it is expected that a student will:

- Have good attendance of **above 94%**
- Be punctual
- Show acceptable standards of behaviour and dedication to studies

Students will be notified if they have not met these requirements by letter. The letter will state the reason why and allow the student an opportunity to discuss this further if they feel the decision is incorrect.

Application for Discretionary Bursary

1. Apply for 'Free School Meals' via Newcastle City Council: [Apply for free school meals Apply for free school meals | Newcastle City Council](#)
2. Or search on the City Council website for "**Free School Meals Application**".

Contact Information

For any questions about the 16-19 bursary scheme please speak to your daughter's Head of Year or contact:

Email: victoria.capaldi@shhs.org.uk

Post: Sacred Heart Catholic High School,
Fenham Hall Drive,
Newcastle upon Tyne
NE4 9YH