



16 – 19
Bursary
Scheme
2024-25

Sacred Heart Catholic High School

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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.

Only students in defined vulnerable groups, or experiencing the greatest financial disadvantages and course-related costs, can be supported using the 16-19 bursary funds.

The 16-19 Bursary Fund has two alternative elements:

- * An [enhanced bursary](#) of up to £1,200/year 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.
- * 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.](#)
- * Students who do not meet this 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 2024/25 academic year, the young person must be aged 16 or over on 31 August 2024. 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.

If you do not qualify for a standard bursary it is still possible to make limited awards to help students purchase materials that will directly be relevant to their programme of study, especially in Arts, etc.

For smaller payments related to study contact should be made to your daughter’s Head of Year.

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 a bursary of up to £1,200.

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 2024.
3. Be aged between 16 and 18 on 31 August 2024 (note exceptional circumstances of EHCP plan).
4. Living in a household currently entitled to Free School Meals as recognised by Newcastle City Council.

Part Discretionary Bursary Award

Students ineligible for the Discretionary Bursary may still be entitled to a part bursary award. Please discuss this with your daughter's Head of Year.

Items that can be funded by bursary payments

To receive reimbursement for a claim a receipt must be produced for the item and presented to the Finance Office in Main School. Claims must be agreed in advance with the Finance Office. 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 the Finance Office, who will then order these online from High Street retailers. This includes any aspect of **appropriate school uniform** including **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**.
- * Winter **school coats** and boots (up to the value of £50).
- * School bags (up to the value of £30).
- * Stationery, folders, paper, pens, calculators, etc.

Educational materials:

- * Academic books, revision guides and workbooks (ask the Finance Office in advance).
- * Materials for resource intense subjects like Art, Ceramics, Textiles, Music, Food, Drama, etc. (total claims up to the value of £50 per half term and on production of a receipt). Please check with your teacher that they are appropriate.
- * Locker key deposits.
- * School trips (potentially in full) and related items of clothing, e.g. waterproofs (£50 per item).
- * Educational related costs, e.g. exhibition entry, etc.

School Meals:

- * Breakfast/breaktime in school in all facilities, up to the value of £2.50 per day, are placed on your account at the start of the week, for biometric use. Unused funds will be rolled forward to be used the following week.

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

- * Annual railcards for visits (and cost of 2 train tickets to events directly related to studies or university visits). Rail tickets must be booked through school and agreed **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.
- * Training courses - booked online through the Finance Office e.g. UCAT or BMAT training courses; Oxbridge; Apply days, etc.
- * UCAS fees.
- * Prom tickets, leavers' hoodies (in full).

Students not living in their own homes can access other funds – please let us know and we'll help as much as possible.

Discretionary funding for those not in receipt of a bursary but in need of additional needs can be distributed on a by-need basis but reasons may be needed to help in this funding (e.g. change in home situation; low income; changes in employment status; number of UCAS interviews, etc.).

These could cover:

- * Transport
- * Meals
- * Books
- * Equipment
- * Railcards

Please discuss these requests with your daughter's Head of Year.

Student Expectations:

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

- * Have good attendance of **above 90%**
- * 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,
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