

# WGSB6

## 16-19 Bursary Scheme



### GUIDE FOR STUDENTS: SEPTEMBER 2025

Please read this guide carefully and show it to your parents. Failure to follow these guidelines may lead to payments being withheld.

**Completed applications should be returned to Mrs Gaskell,  
Finance Office**

In order to qualify for a bursary you must meet the residency criteria detailed in the EFSA funding regulations for post 16 provision. This document also specifies the evidence institutions must see, and retain, for audit purposes to confirm eligibility for post-16 funding (and therefore meet the residency criteria for bursary fund eligibility). Copies of these documents may be required and kept by the school for audit purposes.

The following persons will be eligible for funding (these groups correspond to some of the groups in Schedule 1 to the Education (Fees and Awards) (England) Regulations 2007).

a. a person on the 1<sup>st</sup> September who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the 'relevant date'. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR), being an Irish citizen or having the right of abode in the UK. Students who are eligible for funding include:

- i. British citizens who hold a United Kingdom of Great Britain and Northern Ireland passport
- ii. Irish citizens
- iii. European Union citizens or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled status
- iv. Students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
- v. British Dependent Territory Citizens (now known as British Overseas Territory Citizens)

- vi. those whose passports have been endorsed to show they have right of abode in the UK
- vii. those who have a certificate of naturalisation or registration as a British Citizen
- viii. those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK

**In order to qualify for payment you must:**

1. Read, sign and return the 'Sixth Form Agreement' and ask your parents / carers to read and sign it. The signature slips must be returned to the School Office.
2. Pass a signed copy of the application form to the School Office for our records.
3. Qualify for a Bursary in terms of residency and supply evidence to support this if and when requested to do so.
4. Follow the 'attendance procedure' outlined below.
5. In the opinion of the school, be doing all of the work expected of a sixth form student of this school and be conducting yourself in an appropriate manner (see 'satisfactory progress and conduct' section below).
6. Return the reply slip attached to this document, signed by both student and parents.

**Payment:**

- Payments will be made as appropriate, depending on the reasons for the award. This will mean that some will be paid monthly, some more infrequently and some will receive credits for the canteen and bus passes as payments in kind. Where payments are made weekly, to qualify for each week's payment the student must have been in school for three full school days per week and be making satisfactory progress in all subjects. If students do not keep up to date with homework tasks or are failing to fulfill their obligations as an A level student then payments will not be authorized. If the student is absent for more than two days within a week, a weekly payment will NOT be made (even if it is a genuine medical absence). The general principle is that any *payment is intended to cover the costs of attending school*. Different students will be awarded different amounts dependent on the level of need.

**Attendance procedure:**

1. You must attend school for 100% of each week unless you have a genuine reason for absence (see 3 & 4 below). Please note that if you are late and miss registration this will count as an absence and without an acceptable explanation will result in payment being stopped for that week. This will also affect your eligibility for bonus payments.
2. You must be studying at least three subjects at Advanced level.
3. The following are examples of things which are NOT acceptable as reasons for absence: holiday (even if the Headmaster has granted leave of absence for a family holiday your payment is not allowable); routine visits to doctor or dentist (these will have to be arranged outside of school time), any foreseeable absence about which the school has not received prior notification (absence in respect of religious festivals for example)
4. The following MAY be accepted as genuine reasons for absence: illness; funeral or serious illness of a close family member, hospital or dental specialist consultation (if the school is informed in advance), university open day/ interview or job interview (if the school is informed in advance). Please note that a driving test may be deemed an authorized absence (if the school is informed in advance) but missed lessons for driving lessons cannot be authorized absences.
5. On the first day of unexpected absence for a genuine reason the student / parent must inform the school by 10am by telephone / email.
6. When contacting the school office, the parent should declare that the student is a bursary student.
7. When the student returns to school, he should call at the school office upon his return with an absence note from parent and/or doctor's note.
8. If the student knows in advance that he is going to be absent it is essential that he sees Mrs J Jones before the day of absence otherwise his payments may be withheld, even if a written explanation is subsequently received.
9. For each week's payments to be processed, you must attend at least three of the five days. If you attend less than this payment will not be made (even if you are ill) as these payments are to help with the financial costs of attending school.

**Frequent medical absences may result in the Bursary payments being reviewed.**

**NOTE:** IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT THEY HAVE FOLLOWED THE CORRECT PROCEDURE AND AS A RESULT QUALIFY FOR PAYMENT.

If students wish to appeal against stopped payments then they should do so in writing to the Head of Sixth Form.

**ANY QUESTIONS ABOUT THE STUDENT BURSARY SCHEME SHOULD BE DIRECTED TO THE FINANCE OFFICE IN THE FIRST INSTANCE.**

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**Reply slip: return to Mrs E Gaskell in Finance Office as soon as possible**

Sixth Form Bursary STUDENT GUIDE SEPTEMBER 2025-26

Name and form of student\_\_\_\_\_

We have read this guide and understand the regulations and procedures for claiming the WGSB6 16-19 Bursary.

Signed:

STUDENT: \_\_\_\_\_

PARENT / CARER: \_\_\_\_\_

Date: