

# THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL 16-19 Bursary Fund Guidelines for 2025-26

**These guidelines apply to students who are 16 or over but under 19 on 31 August 2025.**

These guidelines, policy and application forms come in four parts as follows:

- Pages 1- 4      General Guidelines
- Page 5 -6      Discretionary Bursary Form

## **What is the 16-19 Bursary Fund?**

The 16-19 Bursary Fund aims to help 16 to 19 year-olds overcome any financial barriers they may face to attend a sixth form or further education college.

The Bursary Fund, which has been allocated to Holy Trinity by the DfE, is made up of two parts.

Full Details of the funding available is in the following pages. In summary, if your household is in receipt of benefits (universal credit), you have received free school meals, you have an Educational Health and Care Plan (EHCP), been eligible for pupil premium funding or have an annual household income below approximately £35,000 (this can vary depending on individual household circumstances ) this will apply to you and you should continue reading. Each application is considered and dealt with on an individual basis and the needs required by each student.

There are two parts to the Bursary: Vulnerable and Discretionary. Most qualifying students will be covered by the Discretionary Bursary.

## **If you are eligible, when and how should you apply?**

If you are eligible for a **Discretionary Bursary** described in the following pages, please complete the application form at the end of this pack. This is also available online within the sixth form section of the school website.

If you are eligible for a **Vulnerable Bursary** described in the following pages, please obtain an application form from the Head of Sixth Form.

Complete the form carefully, making sure you complete all the sections. You also need to make sure you provide us with **photocopies** of the evidence we have asked for. All documents required including the application form, need to be scanned and emailed directly to [financeofficer@holytrinitycrawley.org.uk](mailto:financeofficer@holytrinitycrawley.org.uk).

**The deadline for applications is Friday 17<sup>th</sup> October 2025** but even after this date, if you find yourself in financial hardship, it is important that you still contact the school. We can still support via the bursary, if funds are still available, as we are aware that individuals' circumstances can alter during the year.

### **What happens after you submit an application form?**

We will assess your application and email you with a decision. If you are successful then the email we send will tell you how much you have been awarded, what the award is for, and how these payments will be made to you.

If you are unsuccessful, we will write to you explaining why.

### **What can the school pay for if you are successful in your application?**

**Course related materials** – Books and equipment associated with your programme of study. Payment may be made directly to the relevant department who will order items on your behalf.

**OR** if other smaller items are required, we can pay via bacs directly to the student **BUT** receipts will be required to confirm purchase of items requested.

**Travel** – to receive support with travel costs you must not be in receipt of local authority support, and you must live over 3 miles away from the school site. We use the “as the crow flies” distance on the website below to calculate the distance from Holy Trinity to your home address. You may want to check this yourself so you know in advance whether you can apply for travel  
<http://www.freemaptools.com/distance-betweenuk-postcodes.htm> - Holy Trinity's postcode is RH11 8JE.

We will **not** fund travel for students who live within a 3-mile radius of the school, unless there are exceptional or medical circumstances which will be considered on a case-by-case basis. If you are awarded help with travel, we will calculate your award based on the cheapest and most reasonable form of public transport available to you. We will also expect you to take advantage of any discounts or subsidies available to you; this normally means a season ticket purchased with a Metrobus student discount card or Sussex Student Card.

**Food** – If you meet the eligibility requirements for Free School Meals, you will be provided with one meal per day that you are in school. This will normally be added to your refectory account.

**Performing Arts equipment** – only for those who are members of the Performing Arts Academy.

**Sports Kit** – only for those taking sports courses. This will usually be members of the Basketball Academy or Crawley Town Community Foundation. Kit payments for the basketball academy will be made directly to the Basketball Academy.

**Course related trips** – when you apply for your bursary you may not know which trips you want or need to go on. Unfortunately, it is not possible to guarantee funding for all school trips, but we will do our very best to provide what funding we can. When completing your application form it is useful to find out from your teachers what trips you may need to go on during the year. If you are interested in going on a trip then you should speak to the Finance Office as soon as you are aware of the dates, location and price. We can then see if we have funds available to contribute towards the cost. **Please be aware this funding only relates to course related trips and does not cover help towards foreign residential trips.**

**Exam re-sits** – we can cover a maximum of 4 exam re-sits. You must come to the Bursar with your re-sit form and have this signed before you hand it in to the Exams Officer. We will not pay for you to have exam scripts returned or re-marked.

**UCAS Fee** – if you apply to university through UCAS we will be able to cover the cost of your online application. Once you apply, we can either pay online via the school's credit card OR as a refund only with a receipt provided as proof of purchase.

**University Interviews and Open Days** – if you incur travel costs as a result of attending a university interview or open day in the UK then we may be able to help you with this expense. You will have to cover the upfront costs yourself; we will then refund your transport costs on production of public transport tickets and/or university interview / open day letter. If you chose to travel to an open day / interview by car we will either pay towards fuel costs (40p per mile for the first 100 miles, 25p thereafter) or will base your award on the cost of public transport; whichever is cheapest. Mileage will be calculated using the online AA Mileage Calculator or equivalent. We will only pay for overnight accommodation costs associated with visits to universities if there are exceptional circumstances, which must be agreed in advance and will be on a case-by-case basis.

**Travel to job/apprenticeship interview** – as above. Maximum of two interviews and payment by refund on production of tickets and/or interview letter. This will be dependent on the budget we have available at the time.

**Enrichment activities** – if there are costs involved in you participating in school enrichment activities then we may be able to help you with this. This will be dependent on the budget we have available at the time. We will only support activities which have been organised by the school.

### What can't we pay for?

**High value equipment** – due to a limited budget we are unlikely to be able to support students with the cost of high value equipment such as laptops and cameras. However, you should discuss this with the Finance Manager and if it is deemed required for your course, the items can be purchased from your bursary, but as a loan from the school. The items of equipment will be needed to be returned when the student leaves.

**General living costs** – e.g. mobile phone bill, accommodation, utility bills, gym membership, social/sporting activities unrelated to your school course(s).

**Fuel** – if you are eligible for support with travel to and from school, your award will be based on the cheapest and most reasonable form of public transport available to you. We will only contribute towards fuel costs for university/job interview transport costs as described above or it can be demonstrated that the cost of fuel is less than the cost of public transport.

### **Local Authority Travel Support**

Local authorities may support 16–19-year-olds with travel but this will depend on where you live and your personal circumstances. Before applying for travel through Holy Trinity you should check to see if you are eligible for support from your local authority. Links to further information are below.

**If you live in West Sussex**, see the information here:

[http://www.westsussex.gov.uk/learning/sixth\\_form\\_schools\\_and\\_college/travel\\_guidance\\_for\\_post-16\\_st.aspx](http://www.westsussex.gov.uk/learning/sixth_form_schools_and_college/travel_guidance_for_post-16_st.aspx)

**If you live in Surrey**, see the information here:

<http://new.surreycc.gov.uk/schools-and-learning/schools/school-transport>

**If you do receive assistance from a local authority, then Holy Trinity will not award you help with travel costs.**

### **How will payments be made?**

- If a payment is due to the student this will be made by BACS to the student only, (unless parents have made payments directly for travel costs for example in which case they will need to send in the receipt). We cannot normally make payments to your parent(s), guardian(s) or any other third party.
- For resources and trips the money will be transferred directly to the appropriate department in the school who will purchase these on the student's behalf.
- For Free School Meals a meal entitlement will be added to the students' Refectory account and resulting costs will be paid by the school directly.

**What should you do if you are not sure any of this applies to you, or if you have any questions about financial support?** Come and see the Head of Sixth Form who can talk you through whether or not you are eligible. We can also help you to complete the application forms, advise you on the evidence we need from you, and answer any other questions you may have.

**What should you do if you do not think you are eligible for a bursary but are still worried about money?** Come and see the Head of Sixth Form. It is very important that you come and see us if you have any financial concerns during your time at Holy Trinity.

**Where can I obtain more information?** These notes should be read in conjunction with the school's 16 – 19 Bursary Fund Policy on the school website and the government website a [16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](#)

# THE HOLY TRINITY CHURCH OF ENGLAND SCHOOL 16 – 19 BURSARY FUND

## DISCRETIONARY BURSARY APPLICATION FORM 2025-26

STUDENT NAME .....

TUTOR GROUP .....

I wish to apply for a Discretionary Bursary as follows

Requirement	Purpose	Amount £
<i>EXAMPLE ONLY - Books</i>	<i>English A Level Course</i>	<i>20.00</i>
<b>Total</b>		

*Continue on a separate sheet if there is insufficient space here*

Evidence needs to be provided even if you are applicable for Free School Meals.  
Please confirm if you have received the Sixth Form Bursary previously.

I confirm and declare that I qualify or have qualified for Free School Meals having registered or been registered with WSCC	
I attach photocopies of all pages of the last three months Universal Credit Statements, or TC602 tax credit document. <i>The list on the reverse of this form is a guide to the confirmation required.</i>	
If you have previously received a Sixth Form Bursary in the past year and your current household income information hasn't altered, please tick this box.	

If any payments are agreed to be made, we will make via BACS. Please complete the details below:  
Please remember the bank details needs to be in the student's and not another adult/parent.

Bank Account No:	
Bank Account Name:	
Sort Code:	
Bank Name: (Lloyds, HSBC)	
Bank Address:	
Email address to send remittance to:	

I apply for a Discretionary 16-19 Bursary and agree to the processing of such data for any purposes connected with my studies or my health and safety (whilst on the premises) or for any legitimate reason.

Signature of student .....

Date .....

Countersignature of Parent / Guardian (if under 18 on 1<sup>st</sup> September of year of entry) .....

**COMPLETED FORMS AND SUPPORTING DOCUMENTS SHOULD BE EMAILED TO THE SCHOOL FINANCE  
OFFICE BY FRIDAY 17<sup>th</sup> OCTOBER 2025.**

The following is a guide to the documents required to confirm household income.

All households should now have access to Universal Credit, and you will need to provide three months of your **Universal Credit statements** or one of each of the following;

### **Income Support / Income Based Jobseekers Allowance**

A letter or award notice issued by the Department for Work and Pensions or Job Centre Plus.

### **Child Tax Credit with an annual Inland Revenue assessed income**

A photocopy of the most recent letter received which details the name of the person receiving the benefit, the date and the amount (Form TC602). A copy of all pages is required.

### *Income Related Employment & Support Allowance*

A photocopy of all pages of your most recent Award Notice.

- Department of Work and Pensions decision letter for: Income Support, Jobseekers Allowance Employment Support Allowance, Disability Living Allowance
- State retirement pension award letter
- Private or other pensions award letter
- Current bank statement showing benefit or income having been received
- Working Tax Credits and Child Tax Credits award/notification letter

Every Bursary claim is individual, and circumstances vary, so please contact the Head of Sixth Form and the Finance Team to discuss any variations to the above documents requested.

### **The UK GDPR and Data Protection Act 2018**

*In accordance with our responsibilities under the Data Protection Act, you should be aware that the personal information you choose to provide will be held on a computerised system. It will not be passed on to any person or organisation outside The Holy Trinity Church of England Secondary School or West Sussex County Council except as detailed below in relation to funding providers. The Holy Trinity Church of England Secondary School will not sell or rent your personal information to anyone.*

*Our privacy notice can be viewed on the school website at <https://www.holytrinitycrawley.org.uk/Privacy-Notice-Data-ProtectionAct/>*