



**COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS**

**47a. POLICY STATEMENT ON THE ADMINISTRATION OF THE ESFA  
BURSARY**

<b>COMMITTEE</b>	Curriculum & Student Matters
<b>LINK GOVERNOR</b>	N/A
<b>SLT RESPONSIBLE</b>	Tina Woodhouse School Business Manager & Sinéad Hughes, Head of Sixth Form
<b>REVIEW</b>	Annually of following changes to Statutory Guidance
<b>POLICY REVIEWED</b>	April 2025
<b>NEXT REVIEW DUE</b>	April 2026
<b>APPROVED BY THE GOVERNING BODY</b>	June 2025

## **INTRODUCTION**

This document sets out the procedures that will be followed in the administration of the Education Skills & Funding Agency (ESFA) Bursary 2025-2026

### **Policy statement**

The Governing Body is committed to supporting students who face the greatest financial barriers to continuing in education post-16.

### **Entitlement**

The 16-19 Discretionary Bursary Fund allocation for Colchester County High School for Girls for 2025-2026 is provisionally £29, 082.

Alternatively, students in defined vulnerable groups can apply to the ESFA's central vulnerable students' fund, through the school, for a bursary of up to £1,200 based on a financial needs assessment and amount of support required.

### **Bursary Budget for Colchester County High School for Girls**

Discretionary bursaries between £800 and £1,200 Numbers to be determined by application

In-kind support allocations	£ (variable)	Dependent on the previous
Administration	£1,454.10	5% of total
Contingency	£2,908.20	10% of total

### **Eligibility**

It is anticipated that any student in the sixth form and meeting the criteria below will be eligible. However, any terms and conditions in the ESFA's 16-19 Bursary Fund Guide for 2025-2026 shall apply.

### **Vulnerable groups**

Nominated vulnerable groups are as listed below. Students will need to advise the school if they fall into this group so that the correct application to the ESFA can be made on their behalf for bursary funding.

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

### **Discretionary bursaries**

Discretionary bursaries will be paid to students who live in a household where the parent (s) / guardian (s) are in receipt of income support or universal credits and whose gross household income is less than £35,000.

Students eligible for Free School Meals from September 2025 are eligible for a discretionary bursary. As per the 16-19 Bursary Found guidance (2025) CCHSG will carry

out annual check of bursary fund eligibility to ensure fairness and equity with the distributions of funds.

The value of a discretionary bursary will depend on the number of approved applications and an assessment of the students' actual financial needs. It will be calculated by deducting the administration fee and the contingency from the total allocation and dividing the remainder by the number of applicants (subject to the maximum amount payable).

### **In-kind support**

Care will be exercised in order to prevent diverting funds away from discretionary bursaries. Areas of in-kind support include transport, meals, materials, course-related trips, UCAS fee/travel to open days, sports activities (where these contribute directly to a course) or professional membership fees.

### **Contingency**

The contingency may be used to meet requests for in-kind support and late applications for assistance where a student's financial circumstances deteriorate significantly during the year.

### **Administration**

Students will be invited to apply for a bursary at the start of the Autumn Term and they must apply and provide evidence for eligibility by 12 September 2025. Decisions with regard to the allocation of the Bursary will be made by the end of the fifth week of the Autumn Term.

Evidence for eligibility must include:

- An award letter from the Department for Work and Pensions (TC602) setting out the Income Support benefit the student is entitled to for the financial year April 2025 to March 2026.
- The Local Authority will be able to provide a letter for the school confirming a student in care or as a care leaver.
- Evidence of the family income such as a benefit entitlement or a Tax Credit Award Notice if parents are employed or other certified information if they are self-employed.
- Only the most up to date / correct financial year documentation will be considered as evidence.
- Payments can only be paid direct to the student's personal bank account. Details must be provided as part of the application process.
  - Name of Bank or building society
  - Account number
  - Sort Code
  - Name on the account: - Student name
- a letter or email from Essex County Council confirming free school meal eligibility from September 2025

Funding will be received by the school in 2 instalments; 2/3 in October 2025 and 1/3 in April 2026. Payments will be made after assessment in November followed in March & June, by BACS (3 payments a year), made payable directly to the student.

Expenditure will be monitored and reported to the ESFA in accordance with its requirements. The use of funds will be checked as part of the normal audit process.

Subject to the right of the ESFA to reclaim unallocated funds, such funds may either be distributed amongst recipients of discretionary bursaries (subject to the maximum) in the second half of the summer term or carried forward to the 2026-2027 fund.

### **Appeals**

Appeals should follow the school's complaints procedure and should be made by the student.

### **Student's obligations**

Students will need to notify the school if their circumstances change. Money may be claimed back if a student gives information that they know to be false.

Payments of the Bursary will be conditional on the students meeting the expectations as outlined in the Sixth Form Learning Agreement.

### **Appendix**

Letter and Bursary Application

## Appendix:

July 2025

Dear Student and Parent

### Education & Skills Funding Agency Bursary Fund

The Education & Skills Funding Agency (ESFA) Bursary Fund aims to support students who face the greatest financial barriers to continuing in education post-16. This letter sets out the procedures that will be followed in the administration of the ESFA 2025-2026 Bursary Fund for students attending the Sixth Form at Colchester County High School for Girls.

Mainstream bursaries, and in-kind support, are paid from CCHSG's 2025-2026 allocation of £29,082 while students in defined vulnerable groups can apply to the ESFA's central vulnerable students' fund, through the school, for a bursary up to £1,200.

Nominated vulnerable groups are: (i) young people who are looked after (in care); (ii) care leavers;  
(iii) young people in receipt of Income Support (or Universal Credit) in their own name;  
(iv) disabled young people who receive both Employment Support Allowance and Disability Living Allowance,  
(Personal Independence Payments) in their own name.

Mainstream bursaries will be paid to students with a gross household income of up to £35,000. Students eligible for free school meals will be eligible for a mainstream bursary. The value of the bursary will be dependent on the number of approved applications.

Areas of in-kind support include: transport, meals, materials, course-related trips and UCAS fee/travel to open days. The amount of bursary available for this category will depend on the number of applications for mainstream bursaries and will be allocated on an "as needs arise" basis.

The deadline for applications for nominated vulnerable groups and mainstream bursaries will be **Friday 12 September 2025** and applicants will need to provide evidence for eligibility of a bursary (see below). Decisions with regard to the allocation of the Bursary Fund will be made in **October 2025**. Payments will be made after assessment in autumn and at the beginning of the spring and summer terms, by BACS. The School Business Manager, will oversee the administration of the bursary.

Evidence for eligibility must include:

- a letter from the Department of Work and Pensions (TC602) setting out the Income Support benefit  
the student is entitled to for the year April 2025 to March 2026.
- the Local Authority will be able to provide a letter for the school confirming that the student is in care  
or is a care leaver.

- evidence of the family income such as benefit entitlement or Tax Credit Award Notice if parents are employed or other certified information if they are self-employed.

Students will need to notify the school if circumstances change. Money may be claimed back if information is given that is known to be false. Appeals should follow the school's complaints procedure and should be made by the student. Payment of the Bursary will be conditional on applicants meeting the expectations as outlined in the Sixth Form Learning Agreement.

Please return the attached reply slip with any appropriate evidence to the School Office by **Friday 12 September 2025** in an envelope marked Education & Skills Funding Agency Bursary Fund.

Yours sincerely



Mrs S Hughes  
Associate Vice Principal: Head of Sixth Form

## CCHSG ESFA Bursary Application

Student's (applicant) Full Name

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Form

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### Tick all that apply

I wish to apply for an ESFA Bursary in the following category:

- ☐ Nominated vulnerable group  
or  
☐ Discretionary bursary
- ☐ I am eligible for free school meals
- ☐ I attach the following original document(s) for the year 2025-2026 in support of my claim:  
**Please list documents below, these will be copied and returned when bursaries are announced.**

Brief Description eg 'Tax Credit Award Letter'

<b>1</b>	
<b>2</b>	
<b>3</b>	

Please give bank details of the applicant

<b>Name on Bank Account</b>	
<b>Bank/Building Society</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

Please return your form with any appropriate evidence to the School Office by **Friday 12 September 2025**.