College @ Sirius

Bursary Policy 26 – 27

Academic year	2026-2027
Reviewed	July 2026
Next review date	July 2027
Authors	The Sixth Form Team

1. Purpose

College @ Sirius recognises that financial pressures can affect a student's ability to participate fully in post-16 education. The purpose of the fund is to reduce those barriers and enable eligible students to access their programme of study, essential learning resources and appropriate progression activities.

Awards are based on individual circumstances and actual financial need. Meeting an eligibility category does not create an automatic entitlement to a payment or to the maximum level of support.

2. Responsibility

Applications and supporting evidence are handled confidentially by the College @ Sirius team. Decisions about awards will be made in line with the Department for Education 16 to 19 Bursary Fund guidance and the funding available to the College.

Bursary funding must be used for essential participation costs that would otherwise create a barrier to education. Depending on assessed need, support may include food, travel, books, stationery, essential equipment or specialist clothing, compulsory course-related visits, university open days or academic experiences, interviews, work placements, and other essential course related costs.

Where appropriate, the College may provide support in kind, for example by purchasing equipment or arranging travel. Where a student is reimbursed for an approved purchase, evidence such as a receipt may be required.

3. Eligibility

3.1 General eligibility

For the 2026-27 academic year, students will normally need to be aged 16, 17 or 18 on 31 August 2026 and meet the relevant ESFA residency requirements. Students aged 19 or over may remain eligible for discretionary support in circumstances permitted by the ESFA, including where they have an Education, Health and Care Plan (EHCP) or are continuing a study programme that they began aged 16 to 18.

The College will assess both eligibility and actual financial need. Where residency evidence is required, students must provide suitable documentation before an application can be fully assessed.

3.2 Discretionary bursary

The discretionary bursary is intended for students facing financial barriers to participation. For College @ Sirius applications, total gross household income must not exceed £36,000 per annum. Applicants must provide appropriate evidence of household income so that the College can make a fair assessment.

Evidence may include recent wage slips, P60 information, Universal Credit or other benefit statements, pension information, tax credit documentation, self-employed earnings or other evidence requested by the College. The application form in Appendix 2 sets out the evidence currently requested.

The amount and type of support will depend on the student's individual circumstances, the participation costs identified and the funds available.

3.3 Bursary for vulnerable groups

Students in a defined vulnerable group who also have an assessed financial need may be eligible for support of up to £1,200 for the academic year, subject to current ESFA rules and the student's actual participation costs.

- students who are in local authority care or are care leavers;
- students who receive Income Support or Universal Credit in their own right in circumstances covered by the ESFA guidance;
- disabled students who receive Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payment in their own right, where the relevant criteria are met.

Evidence must be supplied to demonstrate eligibility. The College will assess actual need and will not automatically award the maximum amount. Where a student's participation costs are already fully met, an award may be reduced or not made.

4. Attendance, effort and behaviour

Bursary support is intended to enable students to remain engaged in education. Awards may therefore be reduced or stopped where a student is not attending, engaging with learning or meeting expected standards of behaviour. Any decision will take account of the individual circumstances and the purpose of the fund.

Students are expected to attend regularly, complete their programme, meet deadlines, participate appropriately, arrive prepared for learning and behave in accordance with College @ Sirius expectations. Students should notify the College of relevant changes in circumstances and provide official evidence for authorised appointments where requested.

5. Assessment and record keeping

The College will keep appropriate records of applications, eligibility evidence, assessments, decisions and awards for audit and accountability purposes. Personal and financial information will be handled in accordance with the College's data protection arrangements and applicable legal requirements.

Applicants must identify the participation costs for which support is required. The College may ask for additional information where necessary to establish need. Receipts or other proof of expenditure may be required for approved reimbursements or exceptional claims.

6. Application process

Students should complete the College @ Sirius 16-19 Bursary Application Form included at Appendix 2 and submit it with the supporting evidence requested on the form. Applications should be made as early as possible so that support can be put in place promptly.

Applications received later in the academic year may still be considered, subject to eligibility, demonstrated need and the availability of funds. Students whose circumstances change should inform the College and may ask for their support to be reassessed.

All applicants will be informed of the outcome of their application by letter.

7. Payments and provision of support

Where appropriate, the College may provide support by purchasing or providing required items or services directly, rather than making a payment to the student. Where a bursary payment is awarded, it will be paid directly into the student's bank account by BACS. The first payment will normally be made two weeks after the student has accepted their bursary award and will be backdated to the first week of the academic term.

Awards may be adjusted during the year if circumstances, participation costs, attendance or available funding change.

8. Appeals and complaints

A student who disagrees with the outcome of their bursary application should first ask the College @ Sirius Sixth Form Team to review the decision and provide any additional relevant evidence for consideration. If the student remains dissatisfied following the review, they may submit an appeal. The decision made following the appeal will be final, and the outcome will be communicated to the student in writing.

9. Data protection

Financial information and supporting documents provided as part of a bursary application will be treated as confidential and used only for the purpose of assessing the application, administering bursary funding, and meeting any associated legal or audit requirements. Personal and financial information will be handled securely and only accessed by authorised staff where necessary. Information will be retained and disposed of in accordance with the Academy's data retention arrangements and applicable data protection legislation.

Appendix 1 - Definitions: 'in care' and 'care leaver'

For the purposes of the 16 to 19 Bursary Fund, a young person is 'in care' where they are looked after by a local authority under the relevant provisions of the Children Act 1989. This includes children placed with a foster carer by the local authority. A privately fostered child is not treated as a looked-after child for this purpose.

A 'care leaver' includes a young person who meets the statutory qualifying conditions relating to having been looked after for the required period after age 14 and after age 16. The College will apply the definitions and evidence requirements in current DFE/ESFA guidance when assessing an application.

Appendix 2 – Application Form

THE COLLEGE @ Sirius

WHERE STARS ARE BORN

16-19 Bursary Application Form 2026 -2027

Please read the Terms and Conditions of support on the back page before completing this application.

Please complete the form in block capitals. The completed form and documents to support your claim should be returned to the Sixth Form Administration Team as soon as possible.

If you require any advice or guidance on completing the form, please contact us on 01482 975535 or 07498574667.

Learner Details: Please Complete All Boxes		
First Name:		
Surname:		
Date of Birth:		
Address:		
Post Code:		
Mobile No:		
Email:		
Sirius Email:		
Bursary Criteria	To qualify you must be aged 16 or over and under 19 on 31 August 2026 and meet the EFSA's residency criteria. The Bursary is paid to enable you to study with us. It will only be paid if attendance and behaviour meet the required standard.	
Vulnerable Bursary Criteria	To qualify for the Vulnerable Bursary, you must fall into one of the categories below and show evidence to confirm this. PLEASE TICK	
In receipt of Income support or Universal Credit	YES	NO

Care Leaver or looked after in Care	YES	NO
Disabled student in receipt of ESA or Universal Credit and DSA/PIP Payments in your own right	YES	NO

Discretionary Bursary Criteria

Your household income is one of the criteria we use to assess your application. If your **Total Gross Household income** exceeds **£36,000** per annum, you will not be eligible. **Please put a cross in all relevant boxes to indicate what income your household receives**. **We cannot assess your application without evidence.**

Universal Credit		**Pension**		**Full Tax Credit Notice** **Apr 2024- Apr 2025**	
Jobseekers allowance or Employment Support Allowance		**Housing/Council Tax Benefit**		**Any other benefits**	
Self-Employed Earnings **Tax return for 25/26**		**Wage slips** **Last 3 for each person**		**P60 Tax Year 25/26**	

Please list your household members and relationship to the learner:

Name	**Relationship to Learner**

The amount of financial assistance you receive will depend on your personal circumstances. It is to help you with the costs of overcoming financial barriers you may have when attending learning.

Use the table below to tell us what you will need financial assistance for and how much you will need each **day** in learning.

This information is strictly confidential and will only be used for assessment. **Please tick/complete all relevant boxes.**

How many days are you timetabled to attend?	

Please tell us what you need financial assistance with? Please put a tick in all relevant boxes

Meals	Travel	Books	Other

Please note: Meals are capped at £3.50 per meal and Travel is only available to students who live more than 3 miles from the Academy. If you travel by your own car/motorbike, the amount is capped at 10p per mile.

If you travel by bus, how much is your	**Daily Ticket?**	**£**	**Weekly Ticket**	**£**

Books – If you need books for your studies, please tell us the title and cost of each book you need?

Book 1		Cost	£
Book 2		Cost	£
Book 3		Cost	£

If you require financial support for anything else, please tell us what you need it for and how much you believe will cost?

Other Item description		Cost	£

Data Protection

General Data Protection Regulation- Privacy Statement

Sirius Academy West endeavours to be as transparent about the processing of individual data as it can be. The information you have supplied to us on this form is purely for the purpose of confirming eligibility and allocating bursaries, it will only be shared with the Education and Skills Funding Agency to process your bursary award and we must maintain a record of your bursary application form for 7 years for audit and eligibility purposes if you receive an award. However, we will only retain your financial information for 6 months post the end of your bursary award.

An electronic copy of the full Sirius Academy **Privacy Notice for Learners,** the **Data Protection (GDPR) Policy** and the **Data Rights Policy and Procedure** can be accessed on our website via the following link https://www.sirius-academy.org.uk/privacy-policy. The full College **Privacy Notice for Learners** sets out the purpose for collecting your personal information at enrolment, your rights in relation to your information we have collected, how we protect your information and who we share your information with.

Please tick to confirm you have read the Privacy Statement above and consent for your data to be processed by the college for the purpose of confirming your eligibility ☐ **for a Bursary.**

Learner Declaration – Please Read and Sign the declaration below.

- I declare the information on this form is true and accurate to the best of my knowledge.

- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand if I refuse to provide information, which may be relevant to my claim the Application will not be accepted.

I understand the monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour as per the Terms and Conditions on the back of this application form.

HOLIDAYS WILL BE UNPAID

- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim) I confirm I will notify my provider immediately.
- I will notify my provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning and if I leave learning the financial support will stop.
- I understand I have no automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that Bursary payments are to provide me with means to remain in learning and are to be used for items such as books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the complaints procedure as explained during the Induction/Welcome Programme.

In signing this application, you confirm that you have read and agreed to the Terms & Conditions

Student Signature		**Date**	

Bank Details (Please complete all sections below)

Please provide your bank details below as printed on your bankcard or statement. Bursary payments will be paid directly into the Leaners Bank account only (by BACS).

Please be aware that providers can choose to pay Bursary Awards in kind e.g.by purchasing any equipment required.

Account Name								
Sort Code (6 Numbers)								
Account Number (8 Numbers)								

Terms & Conditions

The funding the College has to help you with the cost of studying comes from the Government fund and is public money. The assistance you receive is a discretionary award and will always be conditional on your attendance and behaviour at College. You are required to have 100% attendance, and this will be monitored. Please note, deductions will be made from your weekly payment for each day you are absent.

Whilst we recognise that students face financial pressures, the College has a duty to make sure the funds are awarded fairly and to the students most in need. The Learner Support Fund is limited; leaners who are eligible for support are not automatically entitled to it and changes may be made to awards during the academic year subject to funds being made available.

Am I eligible?

You may be eligible if:

- You are aged 16-18 on 31 August 2026 and your total household income is below £36,000 (including benefits/tax reliefs **or**
- You are in care, a care leaver or receive Income Support or Universal Credit or are a disabled student in receipt of **both** Employment Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA)/Personal Independence Payment (PIP)(evidence required, award letter showing in receipt of **both** ESA/UC and DLA/PIP).

Eligibility will be dependent on financial assessment and individual need.

What can I apply for?

Applications from eligible Further Education (FE) learners can be considered for help towards the costs of transport, meals, books, HE visits and UCAS applications.

What will I receive?

Awards are calculated on Household Income bands as follows:

Households up to £36, 000 = 100% of financial support required.

Vulnerable Bursary

If you meet the eligibility criteria stated on the application form you may be eligible for a Vulnerable Bursary of up to £1, 200 per year.

Childcare

Learners under 20 at the start of their course **must** apply online for childcare support through Care to Learn.

How do I apply for financial support?

To apply for funding, you must complete the Financial Support application form. The completed form together with documents to support your claim should be returned to the College Admin Team as soon as possible. The form can also be handed into reception at **Sirius Academy West, 296 Anlaby Park Road South, HU4 7JB.**

What happens if my application is successful?

If you are successful, we will provide you with written/electronic confirmation via email with the amount you have been allocated. We aim to contact all applicants with confirmation within a 2-week timescale, although this may be extended within the first term.

What if my application is unsuccessful?

If you are unsuccessful, you will be notified in writing/electronically. An unsuccessful you will remain responsible for all costs associated with your course. If your circumstances change, you will be able to reapply although funding is allocated on a first-come- first-served basis.

Bursary Payments

If you qualify for bursary, you will be paid directly into your bank account each week (in arrears) and is subject to attendance, effort, and behaviour (please see below).

Appointments

If you must attend any of the following, you must provide official evidence from the organisation concerned confirming the appointment. It is your responsibility to inform the College and teachers of this absence in advance where possible. **Please note: A letter from a parent is not classed as official evidence of appointments.**

Driving Test	Hospital Appointment	Job Interview	Dental appointment
Youth Court	Doctors Appointment	Education Interview	Meeting with Probation Officer/Solicitor

Effort

All learners are expected to work to the best of their ability, this includes:

Completing all assignments and handing them in on or before deadline	Be willing to participate in lessons
Asking for help and /or support when you need it	Be attentive and listen
Bring all the necessary equipment to lesson	Arrive at class ready and prepared

Behaviour

You are expected to always behave yourself whilst you are at the College @ Sirius. Leaners who fail to behave, will have their payments stopped.

Examples of unacceptable behaviour include:

Being impolite, rude, offensive, or cheeky	Swearing at Staff or other learners	Disrupting classes
Eating or drinking in lessons except water	Inappropriate use of College facilities or equipment	Leaving lessons without permission
Bullying/Harassing Staff or other learners	Using mobile phones	Vandalism/Graffiti