

THE ENGLISH MARTYRS SIXTH FORM COLLEGE



16 – 19 Bursary Guidelines 2025/26

If you are starting Year 12, 13 or 14 at The English Martyrs Sixth Form College in September 2025 you may be entitled to a bursary to help with costs during term time.

The Bursary Fund is available to provide support to students who are 16-18 years old who are experiencing financial difficulty with meeting the costs associated with their learning. Eligible students must be under 19 at the start of the academic year in which they start their programme of study, which for 2025 – 2026 academic year is 31st August 2025, or be continuing on a study programme they began aged 16 -18.

Awards allocated are subject to a means test against relevant income thresholds with the exception of the Guaranteed Bursary payments.

Awards for students attending a full academic year, are calculated over a maximum period of 35 weeks

Any payments take into account your attendance, if this falls below 90% payments will be pro-rated.

You will also need to be make satisfactory progress on your course and not be subject to disciplinary procedures; if you fail to do this, we may have to withdraw your support, unless there are exceptional circumstances.

What Support is available?

Bursary will be means tested and depending upon your circumstances, you may be eligible to receive the Following:

- Help with Travel – This applies to Learners who live within the Borough of Hartlepool whose travel distance is more than 2.5 miles from English Martyrs College, or 2 miles for learners with limited mobility.
- Support towards the cost of materials and equipment
- Support towards essential educational visits and field trips
- Help with the cost of essential examination re-sit fees and UCAS fees

Travel support for out of town students

Learners living outside the Borough of Hartlepool can apply for help towards travel costs, this is administered Separately, for this please ask at Reception for the relevant application form/information

Guaranteed Bursary:

A Guaranteed Bursary Package worth up to £1,200 per year will be available to assist individuals in vulnerable Category when the young person is:

- Living in Care or a Care Leaver
- Claiming Income support/Universal Credit in own right
- Claiming Employment Support Allowance (ESA) or Universal Credit (UC) and in receipt of Disability Living Allowance (DLA) or Personal Independence Payment in their own right

Students eligible for the support through the Guaranteed Bursary may also be eligible for Free Meals if they meet the specific criteria

General Bursary:

The General Bursary is aimed at financially assisting young people in ways that best fit their needs and circumstances. Awards will be targeted towards those young people who face the greatest financial barriers to participation. Payments will therefore be tiered based on household income (Band A £25K or below award £1,200*, Band B £25K-£30K award £1,000* and Band C £30K-£35K awarded £800*) these payments depend on individual financial needs as well as the cost of transport (for those who live outside the 2.5miles radius of College), meals, books/equipment and siblings/children within the household. **The Student Bursary can not be used for learning support, extracurricular activities of support general household incomes.**

Transport Bursary:

Students eligible for the General/Targeted Bursary who live outside the 2.5 miles radius of college may also receive a Transport Bursary which will provide a termly Arriva, Stagecoach, Tees Flex bus pass. *

*Subject to change

Emergency Support

Learners who do not fall into any of the identified Groups but who have an extreme financial problem and a short-term, specific educational cost, which they cannot meet. Support for this group will be dependent upon individual circumstances and availability of Bursary funds.

Who is Eligible for Bursary Support?

For 2025-26 the College discretionary annual household income threshold should not exceed £35,000 to be eligible for the General Bursary. To be eligible for free meals the Government threshold for entitlement remains at £16,190 or £7,400 (depending on benefits).

The funding provided to the College in 2025/26 is limited therefore the support available is dependent upon the number of applications received and the resources available.

19* Students – Full time students aged 19 and over who satisfy the residency criteria in the ESFA Funding Guidance 2025-26 and meet the following criteria may apply for the General Bursary:

- Student in continuing on a study programme they began aged 16 to 18('19+ continuers')
- Student has an Education Health and Care Plan (EHCP).

Additional Support

Additional Bursary Support for Students requiring assistance towards curriculum essential trips, i.e. Geography & Modern Foreign Languages. **

Loan equipment essential for completion of course work. **

Extra Financial support may be available in extenuating circumstances.

Students aged 16-19 with who require help with childcare costs should apply to **Care to Learn**. The scheme provides funding for childcare whilst young parent is engaged in a study programme and it not able to provide care for their child. It can also help with travel costs involved in taking the child to the childcare provider. If you have a child you can apply for Care to Learn funding via the Student Bursary Support Services (SBSS) online portal or via the student helpline 0800 1218989.

How to Apply

Complete your application form, staff in Finance can provide you with an advice and assistance you might need. Applications must be fully completed and all the required evidence, such as proof of any relevant benefit, earnings and household income including Tax Credits need to be handed into the Main Reception FAO Finance.

The application must include the young person's own bank details

Incomplete applications cannot be processed. The applicant/parent will be notified by telephone call/letter of the outstanding information and documentation required to complete the application.

Applicants will receive written correspondence confirming the outcome of their application

Application Submission Dates:

We encourage learners to submit applications as early as possible as there may be a delay in processing applications during busy periods. Applications received before Friday 11th October 2025 will have payments calculated from the start of their course.

Applications received after this date, will only be assessed from the start of the month of the date received, and no backdated payments can be awarded. If the student is eligible for the Guaranteed Bursary then they can apply at any time, payments, will be backdated from the start of the course, subject to the student's eligibility in a vulnerable category.

Assessment and Payment of Bursaries

Receipt of a Guaranteed Bursary or General Bursary is conditional on the Student meeting agreed standards set by the college, including targets relating to attendance and/or standards of behavior. Awards are subject to funding availability.

Administration and Distribution of Awards

Bursary guidance for 2025-26 will be available from the College website under the tab 'Financial Support'. A bursary Panel will assess your application, we aim to notify you of the decision within 10 working days on receipt of the form and support evidence however, due to the high volume of applications received in September this may take slightly longer. The General Bursary will be payable twice termly, subject to students meeting their targets. The Guaranteed Bursary will be payable over 10 monthly payments subject to the students meeting their targets. All payments will be made directly into student bank accounts via BACS payment. General Bursary payments may vary depending upon individual financial circumstances, assistance with transport will be prioritised.

Equal Opportunities

The College will not discriminate against Students based on the basis of protected characteristics as defined in equalities legislation, section 149(1) of Equality Act 2010.

Appeals:

If your application is unsuccessful, you do have the right of appeal. Appeals should be made in writing within 10 days of the College's decision and forwarded to: The Director of Finance and Corporate Services.

Please explain the reason for your appeal and provide us with any supporting documentation/information.

Any queries

If you have any queries please contact the Finance Team:

email finance@ems.bhcet.org.uk or telephone 01429 273790

*£400-£800 maximum, subject to availability of funds and the number of eligible applicants.

** Subject to the availability of funds and the number of eligible applicants.