



CARDINAL HEENAN SIXTH FORM

Honey's Green Lane, West Derby, Address
Liverpool, L12 9HZ

0151 235 1430 Tel
www.cardinal-heenan.org.uk Web
sixthform@cardinal-heenan.org.uk Email

Ms K. Smyth Headteacher

Dear Parent/Carer,

RE: The 16-19 Bursary Fund

Applications for the 2025-2026 bursary fund are now open. Please read the information below regarding eligibility and evidence required for this bursary fund. Please note that we accept bursary applications throughout the academic year. Therefore, if home circumstances change mid-year you are still able to apply for this financial support.

If you are coming from a different school and are currently in receipt of Free School Meals you will need to pass the FSM code through to Mr Phipps so that we can continue to provide this service. If you are a current student of Cardinal Heenan and in receipt of FSMs then this will continue in Sixth Form.

There are two types of 16-19 bursaries:

1. Bursary for defined vulnerable groups of up to £1,200 a year
2. Discretionary bursaries which institutions award using policies they set, in line with these funding rules.

The discretionary bursary has two bands that students can choose from.

Band 1: Bursary will include a 4-week bus pass voucher (redeemable at Merseytravel Centres) as well as an additional smaller payment that will amount to the total sum of band 2.

Band 2: Bursary will be a payment into the students account each month.

Who can apply for 16-19 Bursary Funding?

- A student must be ages 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2024-2025 academic year.
- Students ages 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ("19+ continuers") or have an Education, Health and Care Plan (EHCP)
- Students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted) and fully funded by the ESFA.
- Students must meet the residency criteria in ESFA funding regulations for post 16 provision.

BURSARY DEFINED VULNERABLE GROUPS- Level One Priority Group

Students aged at least 16 and under 19 on the 31st August 2025 and fall into one of the following categories

- Young Person is living in care, or have recently left living in care
- Young person is in receipt of income support or universal credit (evidence by letter/document from benefits office)
- Young person is in receipt of both Disability Living Allowance and Employment Allowance.
- Students who fall within one of the defined vulnerable group could receive a bursary of up to £1,200. Payments will be made on a monthly basis.



DISCRETIONARY BURSARY – Level Two Priority Group

Students who fall into one of the following categories:

- Have a gross annual household income below £20,000 OR
- Were identified as eligible and received Free School Meals in year 11 OR
- Your household is in receipt of other income based means tested benefits

Assessment of students actual financial needs carried out and monthly payments will be made dependent on needs. This is determined by the funding received from the EFA.

DISCRETIONARY BURSARY- Level Three Priority Group

Students who fall into one of the following categories:

- **Have a gross annual household income between £20,000 - £25,000 OR**
- **Have an identifiable financial needs and do not fall into level 1 or 2 priority groups**

Assessment of student's actual financial needs carried out and support in kind dependent on needs and if any EFA funds available after awarding Level two priority group.

Proof of income will be required to support your application and could include the following:

- Certified letter from the Local Authority regarding Free School Meals
- Certified letter from the DWP
- Copy of Parent(s) and/or parents P60 (or evidence of current income)
- Job Seekers Allowance (JSA)
- Employment and Support Allowance (ESA)
- Income Support (IS)
- Universal Credit
- Personal Independence Payment (PIP)
- Self-Employment evidence of income
- Other means –tested certification

Cardinal Heenan will prioritise allocations of this limited fund. There will be three priority groups, categorized as Level One, Two or Three. **Students who believe that they are eligible for any level of funding should complete an application form and hand it to Mr Phipps, in the Sixth Form Office.**

Students who are deemed to be eligible should understand that for funding to continue they will be monitored by teachers for:

- Unauthorised absences during the school day and full attendance of all relevant timetabled lessons _ including PSHE.
- Ensuring that the signing in and out policy is being obeyed.
- Attending school physically unless otherwise instructed not to
- Acceptable levels of behaviour and efforts
- Timely submission of work to any acceptable level. We will consider any feedback from teachers indicating that a student is not complying with the criteria needed to receive the Bursary.

If you have any further questions regarding the 16-19 Bursary please contact the Sixth Form office on 0151 235 1476 or Mr Phipps (t.phipps@cardinal-heenan.org.uk).

Yours Faithfully,



Mr. T Phipps
Head of Sixth Form