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# SIXTH FORM BURSARY

Application Information Pack

[www.chsg.org.uk](http://www.chsg.org.uk)

## WHAT IS THE BURSARY SCHEME?

The 16-19 Bursary Scheme, also known as the Sixth Form Bursary Scheme, provides financial support to students to help them to succeed in their studies. It is funded by the government and administered by the school. We've produced this FAQ document to help you understand everything you need to know about the scheme.

## WHAT TYPES OF BURSARIES ARE AVAILABLE?

We offer two types of bursaries available for different students:

- Discretionary (general) Bursaries: these bursaries are awarded by the school to meet individual needs of students, such as assistance with transportation, meals, books, and equipment. The amount awarded is specific to each student.
- Vulnerable Bursaries: these bursaries provide financial support of up to £1,200 per year for students in defined vulnerable groups – please see below.

To apply for either bursary, students must be over 16 but under 19 years old on August 31st of the academic year you start your program of study. Students over 19 may still be eligible if they are continuing a course started aged 16 to 18 or have an Education, Health and Care Plan (EHCP).

## WHO IS ELIGIBLE TO APPLY FOR A VULNERABLE BURSARY?

Students must meet one of the following criteria to apply for the vulnerable bursary:

- Currently in care or leaving care.
- In receipt of Income Support or Universal Credit **in their own right** because they are financially supporting themselves and/or a dependent e.g. child or partner.
- In receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) as well as Employment and Support Allowance (ESA) or Universal Credit **in their own right**.

## WHO IS ELIGIBLE TO APPLY FOR A DISCRETIONARY BURSARY?

All students are eligible to apply, but priority will be given to students whose combined household income is below £30,000.

**We only have a limited pot of money from the government to fund the bursary scheme, and therefore prioritisation will be given for those students who demonstrate the most financial need.**

## WHAT CAN THE BURSARY BE SPENT ON?

The bursary is only for helping with costs related to your education in the Sixth Form and cannot be used for everyday living expenses. Some examples of what the bursary can cover include:

- Transport costs for commuting to and from school.
- Essential books and equipment that are relevant to the courses being studied and not already provided.
- Educational trips necessary for the curriculum.
- Clothing to meet the Sixth Form dress code or specialised clothing.
- Meals during school hours.
- Travel expenses for university open days or similar events.
- Fees for university entrance tests, such as BMAT, UKAT, and similar exams.

## **ARE THERE ANY CONDITIONS FOR RECEIVING THE FUNDING?**

Students who are in receipt of the bursary must meet stick to the Sixth Form Agreement by meeting the school's expectations on attendance, work and conduct. Should attendance or standards drop, access to the bursary fund may be removed.

## **WHAT IS THE APPLICATION PROCESS FOR THE SCHEME?**

The application process begins at the start of each academic year. We provide a digital application portal for students and parents to complete the process confidentially. The application includes sections for student information, financial support requested, level of funding sought, and parent/carer information. We offer support to students, parents, or carers if needed to complete the form. Clear deadlines for applications and decisions are published by the school every year.

Late applications and exceptional circumstances may be considered by applying directly to the Headteacher in writing, subject to fund availability.

Students will have to apply in Year 12 and again in Year 13.

If you were awarded a bursary in Year 12 and wish to be considered in Year 13 you will need to log in to your account and either confirm the details held are still correct or provide alternative information if they are not.

If you did not complete an application in Year 12 or were declined a bursary, you will need to submit a new application including evidence in Year 13.

## **WHAT SUPPORTING INFORMATION IS NEEDED FOR THE APPLICATION?**

To show financial need, you will need to provide some supporting documents as part of the application. This could include bank statements to prove income. We aim to make this process as simple and non-intrusive as possible. Students and parents will need to sign to confirm that the provided documents are accurate.

## **WHO WILL SEE THE INFORMATION CONTAINED IN AN APPLICATION?**

We handle all applications with strict confidentiality and won't share your personal details with anyone who isn't directly involved in managing the bursary scheme. After the awards are given, we do our best to keep the process as private and sensitive as possible through the online app.

## **HOW ARE BURSARY DECISIONS MADE?**

The school has a Bursary Panel that reviews all applications, decides who is eligible, awards the funding, and checks the impact of the scheme. This panel is set up by the Headteacher and includes at least three members, including senior staff. If you disagree with a bursary decision, you can appeal to the Headteacher. Further appeals should follow the Girls' Learning Trust Complaints Policy.

## **WHEN WILL I KNOW THE OUTCOME?**

We will publish all the key deadlines on the school website, including when the Bursary Committee is due to meet, and the timeline for letting students know. Bursary payments can only start once this has taken place – usually in the second half of the autumn term.

## **HOW IS THE FUNDING ACCESSED?**

How you access the bursary fund depends on what you need the money for. Most of the time, the school will buy or pay for things directly for you.

- Funding for food during school hours will be available through the canteen.
- Sometimes, you might need to buy something yourself and then get the money back by showing your receipts.
- You may receive a portion of the bursary award (up to £150) in cash upfront for expenses if the school can't buy the items for you. You will need to provide receipts afterward as proof where needed
- We make specific arrangements each year for students transitioning from year 12 to year 13.

We issue all students who are allocated funding from the scheme with a simple information booklet that explains how different items are funded, and how to claim back expenses.

## **WILL THIS INFORMATION IMPACT ON MY UNIVERSITY OPTIONS?**

Only if you want it to. There is a section on your UCAS reference and application where you can share this information with universities if you would like to. Receiving bursary can support students in receiving a contextual offer – so it may help your chances with certain universities. It certainly will not harm them if you choose to include this information.

## **WHO DO I SPEAK TO IF I HAVE FURTHER QUESTIONS?**

We have a lead member of staff in the school who acts as first point of contact for any questions.

Name: Ms Connolly- Sixth Form administrator and pastoral support

Email: [hconnolly@carshaltongirls.org.uk](mailto:hconnolly@carshaltongirls.org.uk)

Telephone Number: 0208 8647 8294- ex 3255

# MAKING AN APPLICATION IN 2024/25

The application dates for 2024/25 are as follows:

1. Applications Open: 3 September
2. Applications Deadline: 25 September at 10am
3. Bursary Panels: w/c 7 October
4. Initial Awards: w/c 21 October

**You will need to apply via our online portal. You must do this using your school email address, and we strongly suggest you do this with a parent or guardian. You will need to register to create an account at first.**

<https://carshaltonbursary.applicaa.com>

In total there are 7 sections to the online application. Please complete each section as accurately as possible and remember the information you provide us will be kept in the strictest of confidence.

- 'Save Progress and Close' will enable you to go back and continue completing the form at another time if you get stuck or need to take a break.
- 'Save & Next' will take you to the next section of the form.

## 1. Welcome

In this section you'll just need to confirm your year group and school. It will also give you some information about documentation you will need to complete latter sections of the form.

## 2. Agreement

We administer the Bursary Scheme on behalf of the government, and we are therefore required to check you've agreed to the terms set out in the policy. There is nothing in this policy that is very different to this FAQ guide, but you will need to open it and confirm you have read it.

## 3. Pupil

This section is all about the student and asks for key information such as date of birth and address. Very importantly it asks for the bank account details **of the student**, so we can ensure payments are made to the right person. An application will be invalid if the bank account of another person is used here (including a parent or guardian), so please make sure you are putting in the right information.

## 4. Household Information

This section is all about who the student lives with. Depending on what you select you'll be asked to add details for those individuals. It's important you put the right information here as it will ask for more detail regarding each of these individuals in the next section of the form.

## 5. Income

The bursary is intended to help students living in households with lower incomes, and therefore we are required to ask about this as part of the application process. Again, this data is kept strictly confidential, and you must be as accurate as possible. It will give you the opportunity to add any benefits the household might receive, as well as any income from jobs that parents or guardians may

be working. We strongly encourage you to complete this section of the form with your parents or guardians.

#### **6. Documents**

This section requires you to upload proof of the income you have identified in the previous section. It will ask for things like screenshots or payslips. Again, we only use this to verify the previous section, and the data is held entirely confidentially – and deleted once it is not needed. No one outside of the verification process will have access to it.

#### **7. Bursary Summary**

This section is a summary of the information you have submitted. Please read it carefully and check everything before submitting. The most common mistake that students make is not including the right documents in section 6, so please pay special attention to this!