



Southend High School for Girls

AN ACADEMY GRAMMAR SCHOOL

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE, NPQEL

16-19 BURSARY 2025/2026

Guidance for Applicants

Eligibility

To be eligible for a bursary, students must be aged between 16 and 19 on 31st August for the academic year in which they start their programme of study. They must also satisfy the Education and Skills Funding Agency (ESFA) residency criteria. There are five levels of bursary:

Vulnerable Bursary: Level One

- *Amount:* £1,200 per year
- *Eligibility Criteria:* Young people in care; care leavers; young people in receipt of income support or Universal Credit; or disabled young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance or Universal Credit.
- *Payments:* Six equal instalments of £200 (one per half term)

Discretionary Bursary: Level Two

- *Amount:* £1000 per year (depending on the number of applicants)
- *Eligibility Criteria:* Students living in a household with an annual income of less than £20,000.
- *Payments:* Six equal instalments of £166.66 (one per half term)

Discretionary Bursary: Level Three

- *Amount:* £750 per year (depending on the number of applicants)
- *Eligibility Criteria:* Students living in a household with an annual income between £20,000 - £27,000.
- *Payments:* Six equal instalments of £125 (one per half term)

Discretionary Bursary: Level Four

- *Amount:* £300 per year
- *Eligibility Criteria:* Students living in a household with an annual income between £27,000 - £32,000.
- *Payments:* A one-off payment for a specific need e.g. cost of travel to school or a school trip.

Discretionary Bursary: Level Five

- *Amount:* £100 per year
- *Eligibility Criteria:* Students living in a household with an annual income between £32,000 - £35,000.
- *Payments:* A one-off payment for a specific need e.g. uniform or equipment for school.

There is a limit to the total amount of bursary funding available for each academic year. Therefore, the bursary amount given to students may decrease as demand for the bursary increases during the academic year.

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Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust



To receive a bursary instalment, the student must meet the following conditions each term:

- The student must not have persistent absence and their level of attendance must be no less than 90% (unless in exceptional circumstances).
- There should be no unauthorised absences.
- The student's lateness record must not exceed three AM registration late marks per half term
- The student must not have broken school policies and procedures.

Failure to meet these conditions will result in payments being withheld.

Application process

Students are encouraged to apply for a bursary as soon as possible after their admission in September. Students will need to complete a bursary application form and supply the relevant documents to prove their eligibility to Mrs Croysdill in the School Bank (Finance Office). Applications are treated in strict confidence.

Students applying for a Level One 'Vulnerable Bursary' should supply copies of the relevant documentation to support their eligibility.

For students applying for all other 'Discretionary Bursaries', we require two recent forms of proof of household income (i.e. the income from parents or carers resident at the student's primary address) which cover the current academic year. Household income includes any income from paid employment and/or benefits received. Acceptable evidence of income includes: pay slips, Universal Credit statements, Tax Credit Award Notice (TCAN), Housing Benefit Statement, latest P60, proof of JSA, Council Tax Benefit Form, Tax Self-Assessment Form or eligibility for Free School Meals.

The bursary is intended to reimburse students, up to the limit of their bursary award, for the following specific educational purposes:

- cost of transport to and from school
- meals in school
- books and equipment
- school uniform
- educational trips

The bursary must not be used for non-school related activities or to pay for tuition.

To receive a bursary instalment, students are required to provide receipts demonstrating their expenditure for reimbursement. The exception is school trips, where the bursary may be used to pay for some, or all, of a school trip via the School Bank. Requests for funding school trips are considered on a case-by-case basis.



The Level One, Two and Three bursaries are divided into six equal half-term payments during the academic year. We aim to provide the first payment to students by the October half term. For Level Four and Five bursaries, students will receive a single payment. Payments are made by BACS directly into the student's bank account.

The bursary process is managed by the school Finance Office, and payments are authorised by the Director of Sixth Form. Appeals should be made in writing to the Headteacher.

SHSG Sixth Form
September 2025



16-19 BURSARY 2025/2026

Application Form

Please complete the form and return with supporting evidence to Mrs Croysdill in the School Bank.

1. Student Personal Details

To be completed by all applicants.

Title:		Surname:		First names:	
Form:					
Date of Birth			Age on 01/09/2025		
Address					
			Postcode:		
Home phone number:			Student mobile phone number:		

2. Family Details

To be completed by all applicants.

Please list the names of the household members and their relationship to the student.

Name	Relationship to student



3. Bursary Application

To be completed by all applicants.

Using the bursary guidance, please indicate which bursary you are applying for (please tick):

- ☐ Vulnerable Bursary: Level One
- ☐ Discretionary Bursary: Levels Two, Three, Four and Five

In the next section, please only complete the details for the bursary you are applying for.

4. Supporting Evidence

Please complete either section 4a or section 4b

4a. Vulnerable Bursary: Level One

To be completed by those applying for the Vulnerable Bursary: Level One.

To qualify for the Vulnerable Bursary, your circumstances must fall into one of the categories below. Please indicate as appropriate what your circumstances are and what supporting evidence you are providing for your bursary application.

- ☐ Care Leaver or currently looked after in care.
Evidence required: a letter from the Local Authority.
- ☐ Young person in receipt of Income Support or Universal Credit.
Evidence required: Income Support or Universal Credit statement.
- ☐ Disabled student in receipt of **both** Employment **and** Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payment.
Evidence required: Award letter detailing receipt of both ESA/UC and DLA/PIP

4b. Discretionary Bursary: Level Two and Level Three

To be completed by those applying for the Discretionary Bursary: Levels Two, Three, Four and Five.

To qualify for the Discretionary Bursary: Levels Two, Three, Four and Five, your **total household income** (earnings plus any benefits) must fall into one of the categories below.

Please tick to confirm which Discretionary Bursary you are applying for:

- ☐ **Level Two:** Total household income below £20,000 per annum
- ☐ **Level Three:** Total household income between £20,000 - £27,000 per annum
- ☐ **Level Four:** Total household income between £27,000 - £32,000 per annum
- ☐ **Level Five:** Total household income between £32,000 - £35,000 per annum

Please indicate below the **two** pieces of supporting evidence you are providing for your Discretionary Bursary application. Tick as appropriate:

- ☐ P60
- ☐ Income Support/Universal Credit (award letter or UC award for the last three months)
- ☐ Full Tax Credit Award Notice (TCAN)
- ☐ Self-employed earnings (official tax return 2024 - 2025)
- ☐ Other benefits/pension (award letter)
- ☐ Wage slips for household (for the last three months)
- ☐ Currently in receipt of Free School Meals

5. Use of Bursary funds

To be completed by all applicants

The bursary is intended to support you with the costs of overcoming any financial barriers you may face in accessing your education. Please indicate below what you may need financial assistance for:

- ☐ Cost of transport to and from school
- ☐ Meals in school
- ☐ Books and equipment
- ☐ School uniform
- ☐ Educational trips

If the application is accepted, the bursary will be paid directly to the student via BACS. A bank account in the student's name will be required.

All receipts, bus or train tickets etc. are required to account for bursary spending and must be presented for audit each term. Students need to be precise in recording how the bursary has been spent.

The bursary is divided into equal payments during the academic year spread across the autumn, spring and summer terms. We aim to provide the first payment to students by the October half term.

To receive bursary payments, the student must meet the following conditions each term:

- The student must not have persistent absence and their level of attendance must be no less than 90% (unless in exceptional circumstances).
- There must be no unauthorised absences.
- The student's lateness record must not exceed three am registration late marks per half term.
- The student must not have broken school policies and procedures.

Failure to meet these conditions will result in expenses **not** being reimbursed.



Learner Declaration

Student name: _____ Form: _____

- I have read and understood all the information provided regarding the bursary.
- All the information I have provided on this form is 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 that if I refuse to provide the information, which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the bursary will be paid on condition of the school conditions detailed on the application form.
- I understand that the bursary is provided for the school year 2025/26.
- I will notify Mrs Croysdill immediately with any changes to:
 - My parent/carers' total household income
 - my Bank/Building Society details.
- I understand that monies I receive under the bursary have been awarded to provide me with financial support to allow me to access my education and if I leave Southend High School for Girls Sixth Form bursary payments will stop.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information that I have provided.
- I understand that bursary payments I receive are to provide me with a means to remain in learning and are to be used for cost of transport to and from school, meals in school, books and equipment, school uniform, educational trips
- I understand I have the right to appeal if I disagree with the outcome of my bursary application.

Signed: _____ (Student)

Date: _____

Signed: _____ (Parent/Carer)

Date: _____



