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		Signature:	Date:
Written:	Imran Ali Student Services Officer	IAL	09/07/2025
Ratified:	Paul Martin Business Director	PMA	20/08/2025
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1. Aim

This policy aims to:

- ensure bursary funds are administered in line with Department for Education guidance;
- set out clear, transparent processes for allocating and using the 16 to 19 bursary funds;
- explain to students and parents how to apply and what support is available;
- set out the attendance and behaviour conditions that apply to bursary awards; and
- describe the eligibility criteria and the payment process.

2. Guidance

This policy is based on the Department for Education (DfE) guidance, *16 to 19 Bursary Fund guide: 2026 to 2027*. It complies with our funding agreement and articles of association, and is applied in line with the Equality Act 2010.

3. Definitions

'In care' means children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Unaccompanied asylum-seeking children who do not receive cash support from the Home Office, and who are the responsibility of the local authority they are placed with, are also treated as looked-after children and as 'in care'.

'Looked-after child' means a child in the care of a local authority, or provided with accommodation by the authority for more than 24 hours (section 22 of the Children Act 1989).

'Care leaver' means either:

- a young person aged 16 or 17 who spent at least 13 weeks in care, in one period or several, after their 14th birthday, and who left care after the age of 16; or
- a young person aged 18 or over who was looked after before turning 18, who spent at least 13 weeks in care, in one period or several, after their 14th birthday, and who left care after the age of 16.

4. Roles and responsibilities

4.1 Trustees

The governing board is ultimately responsible for approving this policy. It may delegate this to a committee, an individual trustee, or the Headteacher.

4.2 Headteacher and Business Director

The Headteacher and Business Director are responsible for making sure all staff know this policy and that it is applied consistently across the school. The Business Director also monitors how the policy is implemented.

4.3 Student Services Officer

The Student Services Officer writes and implements this policy and makes sure the bursaries on offer are advertised clearly to students and parents. Where a student raises a financial concern with a member of staff, that member of staff refers the student to the Student Services Officer and, where appropriate, logs the issue on MyConcern.

4.4 Staff

Staff must understand this policy and support any student who raises a financial barrier, logging the issue on MyConcern where appropriate and referring it to the Student Services Officer so the student gets the help they need. The senior leadership team and the Student Services Officer provide staff with training on the policy and how to apply it.

4.5 Parents

Parents should raise any questions about this policy with the Student Services Officer or the Business Director.

4.6 Students

Before submitting an application, students must upload all supporting evidence to the Bursary 16+ platform. We encourage students to complete the form with their parents where possible. Students must continue to meet the school's behaviour and attendance standards.

5. How we use the Bursary Fund

Eligible students can receive financial help from the 16 to 19 bursary fund through the Bursary 16+ platform. Section 6 sets out who is eligible.

The fund helps students aged 16 to 19 meet specific costs that would otherwise prevent them taking part in their education. It is not for non-educational costs such as living costs, extra-curricular activities, or learning support such as counselling, mentoring or additional tutoring, which the school provides separately.

There are two types of 16 to 19 bursary:

- bursaries for the defined vulnerable group; and
- discretionary bursaries.

We use the fund to help with costs such as:

- textbooks and study books;
- equipment and stationery;
- part of the cost of essential field trips and other course-related costs (available to all students studying the subject concerned);
- school bags;
- shoes and accessories;
- school clothing; and
- travel to school, subject to the criteria in Appendix A.

This list is not exhaustive. The Student Services Officer and other members of the Finance team assess each request. School clothing and accessories must meet the school's dress code. All requests must be for school purposes, related to the student's studies, and reasonably priced.

In exceptional circumstances, a student may ask to use part of their allocation towards food bought in the school canteen above their daily food allowance. The Director of Safeguarding, or a delegated member of the Pastoral team, must approve such requests in writing, and we record them on MyConcern.

6. Eligibility criteria for 16 to 19 bursaries

To qualify for help from the fund, a student must meet the age and residency criteria below.

6.1 Age

To receive help from the fund in the 2026 to 2027 academic year, a student must be aged 16 or over but under 19 on 31 August 2026.

A student aged 19 or over can only receive a discretionary bursary if they either:

1. are continuing on a study programme they began between the ages of 16 and 18 ('19+ continuers'); or
2. have an Education, Health and Care (EHC) plan.

These students may receive a discretionary bursary while they continue their education, provided they remain eligible and we consider the support necessary for them to take part. A 19+ continuer must remain on the same programme they began before turning 19. Students aged 19 or over are not eligible for the defined vulnerable group bursary.

6.2 Eligible education provision

A student's programme must be inspected by a public body responsible for quality, such as Ofsted, and must fall into one of these categories:

- funded directly by the DfE, or by the DfE through a local authority; or
- otherwise publicly funded and leading to a qualification up to and including level 3 that is accredited by Ofqual or on the approved list of qualifications for funding.

The programmes offered by LAE Tottenham meet these requirements.

6.3 Residency

Students must meet the residency criteria in the DfE funding regulations for post-16 provision.

6.4 Asylum seekers

Accompanied asylum seekers under 18 (accompanied by an adult relative or partner), and asylum seekers aged 18 or over, have the right to access education but are not eligible for public funds. If they need it, they can apply to the Home Office for suitable housing and financial help for essential needs.

An asylum seeker whose application has not been refused can receive in-kind support, such as books, equipment and a travel pass.

Unaccompanied asylum-seeking children are the responsibility of the local authority and are treated as looked-after children. They are eligible for the defined vulnerable group bursary if they have a financial need, and evidence is required to support their application (see section 6.5).

When these students turn 18, we assess their immigration status. If their asylum claim is successful, they remain eligible for the defined vulnerable group bursary and are treated as a care leaver until they reach the upper age limit.

6.5 Bursary A: the defined vulnerable group

A student who meets one of the criteria below, in addition to the criteria in sections 6.1 to 6.3, and who has a financial need, can apply for the defined vulnerable group bursary (Bursary A).

Bursary A can pay up to £1,200 a year to a student on a programme of 30 weeks or more, based on an assessment of their actual financial need. Meeting one of these criteria does not guarantee an award, and a student with no relevant participation costs may receive no funding.

The criteria are:

1. students in care (privately fostered students are not treated as looked after);
2. care leavers;
3. students receiving Income Support (IS) or Universal Credit (UC) because they are supporting themselves, or themselves and someone who depends on them, such as a child or partner; and
4. students receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in addition to Employment and Support Allowance (ESA) or Universal Credit (UC). The student must receive all of these benefits in their own right; receiving DLA or PIP alone does not meet the criteria.

Evidence we accept:

- a headed letter from the local authority stating when the student was in care, with the social worker's details;
- a signed letter from a social worker confirming the student is in care and the support they receive;
- a signed letter from a personal adviser confirming the student was in care;
- a Universal Credit award statement;
- an Income Support proof of benefit letter; or
- for the disability criterion, a copy of the student's UC or ESA award notice from the DWP, together with evidence that they receive DLA or PIP.

7. Discretionary bursaries

We offer three discretionary bursaries: Bursary B, Bursary C and Bursary D. These help with academic resources, study materials, educational visits and equipment needed for the co-curricular programmes linked to a student's subjects. As with all awards, we base the amount on each student's individually assessed need, and we do not make automatic or flat-rate payments.

7.1 Bursary B: For students eligible for Targeted Free School Meals

Bursary B is for students confirmed as eligible for free school meals under the 'targeted criteria'.

To be eligible for free school meals under the 'targeted criteria', and therefore Bursary B, the student, or their parent or carer, must receive one of the following:

1. Universal Credit, where the household's annual earnings are £7,400 or less (after tax and excluding any benefits). This is the targeted free school meals threshold;
2. Income Support, or income-based Jobseeker's Allowance;
3. income-related Employment and Support Allowance;
4. the guaranteed element of Pension Credit; or
5. support under Part VI of the Immigration and Asylum Act 1999.

Universal Credit is the route for almost all students. The other benefits are retained only for the small number of older students, such as those aged 19 or over with an EHC plan, who may still receive them. Child Tax Credit and Working Tax Credit previously qualified but ended on 5 April 2025; households that received them have moved to Universal Credit and should provide that evidence instead.

For 2026 to 2027, Bursary B offers each eligible student an allocation of up to £300, depending on their assessed need. Students access it by placing eligible requests on the Bursary 16+ platform for educational purposes (see section 5). If a student needs more than their allocation, they should continue to make requests, or contact the Student Services Officer to discuss their needs, and we will review the request.

7.2 Bursary C: For students eligible for Expanded Free School Meals

Bursary C is for students eligible for free school meals under the 'expanded criteria' introduced from September 2026. A student qualifies if they, or their parent or carer, receive Universal Credit but the household does not meet the Bursary B earnings threshold (that is, annual earnings above £7,400). In effect, any student in a household receiving Universal Credit who is not already eligible for Bursary B is eligible for Bursary C.

Evidence for Bursary B and Bursary C is a current Universal Credit award notice (or the award notice for the relevant benefit) showing the name of the student, or their parent or carer. Alternatively, a parent or carer can confirm eligibility themselves using the London Grid for Learning (LGfL) free school meals eligibility checker, where they log in and enter their own details, including their National Insurance number. The checker verifies eligibility against the Department for Education's records, and we accept the outcome it returns in place of a benefit award notice. The free meal itself is funded through the DfE free meals in further education grant. Any discretionary allocation attached to Bursary B or Bursary C comes from the 16 to 19 bursary fund and is based on each student's assessed need.

For 2026 to 2027, Bursary C offers each eligible student an allocation of up to £225, depending on their assessed need, accessed in the same way as Bursary B.

7.3 Free School Meal Information - Bursary B and C Students

Every student eligible for Bursary B or C receives a free meal for each day they attend school, and this is paid for from the Free School Meal funding we receive from the DfE. We provide a daily allowance of £3 on the student's cashless catering account, which they can use at break or lunchtime.

At lunch, the £3 buys the dish of the day, which is a main meal and a dessert or side dish. Any unspent allowance carries over to the next school day for up to five days. Free school meal students cannot claim further catering funding from their bursary unless there are exceptional circumstances agreed by the Director of Safeguarding with the Business Director.

7.4 Bursary D

Bursary D supports students from households with an income below £35,000 a year who do not qualify for Bursary B or Bursary C.

For 2026 to 2027, Bursary D provides up to £125 per student, with the exact amount depending on the student's assessed need. All purchases must fall within one of the authorised categories (see section 5), and requests are made through the Bursary 16+ platform. Bursary D students also receive a daily allowance of £3 on their cashless catering account, which they can use at break or lunchtime.

To support a Bursary D application, the student provides the following evidence:

Person eligible	Evidence required
Household with a gross annual income between £25,000 and £35,000 (excluding Housing Benefit and Child Benefit)	The parent's most recent P60; or three months' recent parental payslips; or for self-employed parents, the most recent HMRC tax calculation.

All documents are uploaded to the Bursary 16+ platform. If a student cannot access their account, they can email their evidence to the Student Services Officer, who will upload it for them.

8. Application and payment process

8.1 Applications

To assess need fairly and share discretionary awards equitably, we encourage students to apply before the first half-term. The application form states the deadline, and we also display it on school posters, daily slides and daily emails to students.

We know students' circumstances change, so applications stay open throughout the school year through the Bursary 16+ platform.

We notify each applicant of the outcome and the amount awarded by email through the platform. A student who wishes to appeal must follow the school's complaints procedure. Appeals must be made in writing within two weeks of the decision.

8.2 Bursary requests and payment process

All applications and requests are made through the Bursary 16+ platform. Once awarded a bursary, students request all purchases and reimbursements through the platform (see Appendix A for the request procedure). We aim to review requests each weekday (9am to 5pm) during term time.

8.3 Bursary purchase request process

All requests are made through Bursary 16+ (<https://laetottenhambursary.applicaa.com/1>). Students choose from the item list provided. If an item is not listed, the student adds the web link and a short description of the item to their request.

The Student Services Officer, Finance Assistant or Finance Manager review each request to confirm it meets both the DfE criteria and our own requirements. Two members of staff must approve a request before any purchase or reimbursement is made.

To appeal a request decision, a student contacts the Student Services Officer by email or in person, who reviews the decision with the Finance Manager or the Business Director.

8.4 Bursary reimbursement process

When requesting a reimbursement, students attach a clear, legible proof of purchase. Receipts confirm that the purchase meets the DfE standards and our own criteria. We can only review a reimbursement once receipts are provided, and we then confirm the outcome by email through the Bursary 16+ platform.

To receive a reimbursement, students keep their bank details up to date on the platform and provide proof of those details, such as a bank statement or the front of a bank card showing the sort code and account number. The account must be in the student's name, not a parent's, or we cannot make the payment.

We review reimbursement requests daily and, where approved, issue payments weekly. Once sent to the bank, the payment is held until the Business Director and Headteacher approve it.

8.5 Conditions for bursary awards

Bursary awards depend on students maintaining the school's attendance and behaviour standards. We may review, and where appropriate suspend, a bursary where a student:

- has attendance below 95% (this is discretionary and may be varied in exceptional circumstances);
- receives more than three late marks in a half-term;
- receives more than three detentions or directed study sessions in a half-term;
- misses two minor detentions (Directed Study, L1) or one major detention (L2, L3);
- is flagged by a member of staff for persistent concerns, including personal development; or
- receives 10 to 15 negative points in a half-term.

Students confirm they accept these conditions by ticking a declaration.

If a student reaches stage two of the LAET pastoral system (a meeting with their head of year), we may suspend their bursary, which prevents them from making requests through the 16+ platform.

We remove access to a student's bursary profile if they are absent for a continuous period of four weeks or more (excluding holidays), or if they withdraw from their programme.

We always consider a student's individual circumstances before suspending a bursary, including illness, caring responsibilities or other exceptional situations affecting attendance, and we assess the likely impact on the student first. Decisions to withhold funds or remove profile access always involve the Pastoral, Safeguarding and Student Services teams, and we confirm every decision to the student in writing.

9. Changes in circumstances

If anything changes that could affect a student's eligibility, the student or their parent or carer must tell the school promptly. At the start of each academic year, students confirm on the platform that their parents' or carers' financial situation is unchanged, and tell us straight away if it has changed, so they are not placed on the wrong bursary or lose it.

We carry out an eligibility check for every continuing student between 1 June and October, provided they will be attending at the start of the next school year, and we run further checks at regular intervals during the year.

10. Record keeping

All bursary applications are made online through the Bursary 16+ platform. We securely store all applications, evidence and signed digital agreements for audit purposes, either on the third-party 16+ system (see the Applicaa privacy policy) or on a secure server. We retain this documentation for six years, in line with the DfE's audit requirements.

We store any notes about students in line with our data protection policy, privacy notices and record retention schedule, and we keep all information about students and their applications secure and confidential.

11. Monitoring arrangements

The Student Services Officer and Business Director review this policy each year. The Headteacher approves each review before we publish the policy.

12. Appendices

Appendix A: Bursary procedure table

Item	Calculation and notes	Payment method (Bursaries A to D)
Travel to and from school	The Student Services Officer (SSO) works out each student's travel costs using the route from their home postcode to school, via Bromcom and Google Maps. The SSO uses the most cost-effective route the student normally takes, mainly using red buses (free on the 16+ Zip Oyster photocard). A reasonable route should be no more than 20 minutes longer than the quickest option. A student's bursary covers up to 75% of travel costs for those eligible under Bursary B, C or D. Entitlement for Bursary A students is reviewed case by case. Wherever possible, we provide help in kind, such as topping up Oyster cards, rather than cash.	With the student's agreement, we give them access to their Oyster account and top it up each term. If a student cannot access their online account, we ask them to reset their password. As a last resort, the SSO tops up the Oyster card in person at White Hart Lane station. We do not allow any unauthorised travel transfers unless the Business Director approves them in advance.
Clothing	The approved clothing amount each term depends on need and on the student having funds available, except for Bursary A students, whose allocation is reviewed on their individual circumstances (and subject to funds being available).	Where they can, we ask students to buy the items themselves and submit a reimbursement request with the receipt attached. We check the receipts and purchases against the school's clothing standards (smart business attire) before reimbursing. For online purchases, the student submits a purchase request with a screenshot of the basket and the sizes needed. Once we have checked it against the clothing standards, we tell the student by email whether the school will buy the items on their behalf. In exceptional circumstances, if a student wants to buy in store but cannot fund it up front, they contact the SSO, who discusses it with the Business Director. Once approved, we make a BACS transfer to the student's bank account. The student then provides the receipts to the SSO, or uploads them to Bursary 16+, and emails the SSO to confirm.
School trips	Help for bursary students attending school trips may come from either the bursary fund or the LAET Opportunity Fund, depending on the trip and other factors. Students should speak to the Student Services Officer for more information.	
University interviews and open days	The bursary usually covers UCAS application costs and attendance at in-person university interviews. The cost of university	The school pays directly, or reimburses the student on production of receipts.

Item	Calculation and notes	Payment method (Bursaries A to D)
	open day visits may be covered by the school's separate Opportunity Fund.	

WE

WANT

YOU

TO APPLY



FOR A BURSARY

BURSARY A

BURSARY B

BURSARY C

BURSARY D

IF YOU WOULD LIKE TO LEARN MORE ABOUT THESE BURSARIES, PLEASE SPEAK TO STUDENT SERVICES OR SCAN THE QR CODE

If you think you could be eligible for bursary
PLEASE APPLY TODAY!



Find out more information here





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