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Comments:	<ul style="list-style-type: none">• This policy complies with our funding agreement and articles of association.• This policy should be read in conjunction with: Student Conduct and behaviour Policy		
		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

Our school aims to:

- To ensure that bursary funds are administered according to the Department of Education guidelines.
- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds.
- To make clear to parents and students how the application process works.
- Make clear to parents and students the type of support which is available and the means of applying for it.
- Make clear to parents and students the attendance and behaviour conditions for receiving the funds.
- To describe the eligibility criteria and payment process.
- To explain the procedure for making requests using the Bursary fund.

2. Guidance

The policy is based on guidance on advice from the Education and Skills Funding Agency (ESFA) on the [16-19 Bursary Fund for 2025-2026 academic year](#).

This policy complies with our funding agreement and articles of associations.

3. Definitions

- 'In care' is defined as: 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 that do not receive cash support from the Home Office and are the responsibility of the Local Authority they're placed in are also treated as 'Looked after children' and 'in care'.
- 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- 'Care leaver' is defined as:

A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

4. Roles and Responsibilities

4.1 Governors

The ultimate responsibility for approving the 16 to 19 bursary fund policy lies with the governing board, although they have the authority to delegate this task to a committee, an individual governor, or the headteacher.

4.2 Headteacher/ Business Director

The Headteacher and Business Director bear the responsibility of ensuring that all staff members are acquainted with the 16 to 19 bursary fund policy and that its application is consistent throughout the institution. The Business Director will also be responsible for monitoring the implementation of the policy

4.3 Student Services Officer

The Student Services Officer holds the responsibility of writing and consistently implementing the bursary fund policy. Ensuring that the bursaries offered at the institution are advertised clearly for students and parents to view. If a student raises a financial concern, staff will direct the student to the Student Services Officer and raise a note on the My Concern system.

4.4 Staff

Our staff members are entrusted with the task of understanding the policy and providing support to our students if financial barriers are discussed, where appropriate logging the issue on My Concern and raising with the Student Services Officer to ensure students are provided with the support they need. The senior leadership team and Student Services Officer will offer appropriate training to staff concerning the policy and its effective implementation.

4.5 Parents

Parents are kindly requested to communicate any concerns or queries they may have regarding the 16 to 19 bursary fund policy to either the Student Services Officer or the Headteacher.

4.6 Students

Students must ensure that all evidence is uploaded onto the 16+ bursary platform before submitting their application. Additionally, they are expected to complete the form with their parents, if possible, and continue to meet the behaviour and attendance criteria at the London Academy of Excellence Tottenham.

5. How we use the Bursary Fund

Eligible students have access to financial assistance provided by the 16 to 19 bursary fund, which is facilitated through the platform called Bursary 16+. For eligibility requirements, please refer to section 6 below.

The purpose of this fund is to assist students aged 16 to 19 in overcoming specific financial obstacles that may hinder their participation in education, thereby enabling them to continue their studies. It is important to note that the bursary fund is not intended to cover non-educational expenses (living costs), extracurricular activities, or learning support services such as counselling, mentoring, or additional tutoring, which are typically provided by educational institutions.

There are two categories of 16 to 19 bursaries available:

- Bursaries designed for defined vulnerable groups.
- Discretionary bursaries.

The fund is utilised to offer financial support for following items:

- Study books/Textbooks.
- Equipment and Stationery.
- Covering a portion of the expenses related to essential field trips and other course-related costs (available to all students studying the respective subject).
- School bags.
- Shoes and accessories.
- School clothing.

In exceptional circumstances Students may request to use some of their allocated funds towards food bought in the school canteen which is over and above their daily food allowance. Such requests must be approved in writing from the Director of Safeguarding or a delegated member of the Pastoral Team. Such requests will be recorded in My Concern. The above list is not exhaustive and each request will be assessed by the Student Services Officer and other members of the Finance Department. School attire and accessories must meet the school's dress code policy. All requests must be for school purposes, subject-related and reasonably priced.

6. Eligibility criteria for 16-19 bursaries

Students must meet the age and residency criteria which follow to be eligible for help from the bursary fund.

6.1 Age

To be eligible for assistance from the bursary fund during the 2025 to 2026 academic year, a student must meet the following age criteria: They must be aged 16 or above but under 19 as

of 31 August 2025.

Students who are 19 or above can only qualify for a discretionary bursary under two circumstances:

1. They are continuing on a study program they commenced between the ages of 16 and 18 (referred to as 19+ continuers).
2. They possess an Education, Health, and Care (EHC) Plan.

These two groups of students aged 19 and above may receive a discretionary bursary while they continue their education, provided they remain eligible and we as the institution deem it necessary to support their participation. For 19+ continuers, it is essential that they remain in the same program they began before turning 19.

It is important to note that students aged 19 or over are not eligible for bursaries intended for vulnerable groups.

6.2 Eligible education provision

Students must be engaged in educational programs that are subject to inspection by a public body responsible for ensuring quality, such as Ofsted. These programs should fall into one of the following categories:

1. Funded directly by the ESFA, or funded by the ESFA through a local authority.
2. Publicly funded and lead to a qualification accredited by Ofqual, or listed on our approved qualifications for funding, up to and including level 3.
3. Be funded or co-financed by the European Social Fund.

6.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

6.4 Asylum Seekers

Accompanied asylum seekers under 18, accompanied by an adult relative or partner, as well as asylum seekers aged 18 and above, have the right to access education. However, they are not eligible for public funds. If required, they may apply to the Home Office for suitable housing and financial assistance for essential needs.

Asylum seekers who have not had their asylum application refused will receive in-kind support, including books, equipment, and a travel pass.

Unaccompanied asylum-seeking children fall under the responsibility of the local authority and are treated as 'looked after' children. They are eligible for a bursary for vulnerable groups if they have financial needs. Evidence is required to support their application (See section 6.51).

Once these students reach 18 years old, we will assess their immigration status. If their asylum claim is successful, they will remain eligible for a bursary as a student from a defined

vulnerable group and will be treated as a 'care leaver' until they reach the upper age limit.

6.5 Bursaries for young people in the defined vulnerable group

Students who meet one of the criteria below, in addition to the criteria outlined in sections 6.1, 6.2, and 6.3 above, and have a financial need, are eligible to apply for a bursary for vulnerable groups. The Bursary for vulnerable groups can pay up to £1,200 per year to a student. The additional criteria are:

1. Students in care (Please note: privately fostered individuals are not considered as looked after).
2. Care leavers.
3. Students receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves or someone dependent on them, like a child or partner.

Evidence we accept:

- A letter-headed letter from the Local Authority stating when you spent time in care and details of the Social Worker.
- A signed letter from a Social Worker detailing the student is in care and the support they receive.
- A signed letter from the Personal Advisor confirming the individual was in care.
- Universal Credit award statements.
- Income Support proof of benefit letter.

6.6 Discretionary Bursaries

At the London Academy of Excellence Tottenham, we offer three Discretionary Bursaries to support our students: Bursary B, Bursary C and Bursary D. These bursaries aim to provide financial assistance for academic resources, study materials, educational visits, and equipment essential for participating in the co-curricular programmes relating to a student's subjects.

6.61 Bursary B (Free School Meals)

Bursary B is designed for students who have received confirmation of eligibility for Free School Meals from the School. If a student qualifies for Free school meals, the institution is required to provide a complimentary meal for each day the student attends their study programme, as applicable. For our Free School Meal Students, we offer a daily allowance of £3, which they can utilise during break or lunchtime. At lunch the £3 will secure students a dish of the day, which is a main meal and desert or side dish. Any unspent amount of the daily allowance will carry over to the next working day for 5 days. Free School Meal students are unable to claim additional funding for catering from their bursary fund unless there are exceptional circumstances agreed by the Director of Safeguarding in consultation with the

Business Director.

To be eligible for FSM and Bursary B, either the parent/carer or the student themselves must be receiving one of the following:

1. Income Support or income-based Jobseeker's Allowance
2. Income-related Employment and Support Allowance
3. Support under Part VI of the Immigration and Asylum Act 1999
4. The guaranteed element of Pension Credit
5. Child Tax Credit (provided the annual gross income is no more than £16,190 and not also entitled to Working Tax Credit)
6. Working Tax Credit run-on - paid for 4 weeks after ceasing to qualify for Working Tax Credit
7. Universal Credit - if the application is made on or after 1 April 2018, the household income must be less than £7,400 per year (after tax and excluding any benefits received).
8. Qualified for Free School Meals in secondary school due to the parent/carer's entitlement to Universal Credit (We would require evidence of this a letter from the previous school to confirm FSM and at least one UC statement while your child was in secondary education)

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

As previously stated, Bursary B is specifically intended for students who have been confirmed as eligible for free school meals. For the academic year 2025-26, Bursary B offers a designated allocation of up to £250 to each student but is dependent upon their needs. This amount can be accessed by placing eligible requests on our Bursary 16+ platform for educational purposes (see Section 5 for details).

We understand that each student's situation is unique, and in some cases, students may require an amount exceeding the allocated funds. In such instances, students should continue to make bursary requests, or they can contact the Student Services Officer to discuss their needs, and a review of the request will be conducted.

6.62 Bursary C and D

Bursary C is intended for students who do not qualify for Free School Meals but have a household income between £7,401 - £25,000, considering all benefits except Housing Benefit and Child Benefit.

In addition, in response to the current economic situation in the United Kingdom, LAET introduced **Bursary D** in November 2022. This bursary is aimed at supporting students with a household income between £25,001 - £32,500.

Bursaries C and D provide an allocated amount of up to £125 per student (Bursary C) and

£100 per student (Bursary D) for the academic year 2025-26 but the exact amount will be dependent on the individual student's needs.

Students can access their bursary through our Bursary 16+ platform for education purposes (Refer to Section 5). Furthermore for Bursary C & D students will receive a daily allowance of £2.65 applied on their cashless catering account, which they can utilise during breakfast, break or lunchtime. Any unspent amount of the daily allowance will carry over to the next working day for 5 days

To support their application, students need to provide the following evidence:

Person Eligible	Evidence Required
Gross annual total household income below the threshold (£25,000 per year for Bursary C and £32,500 per year for Bursary D) (excluding Housing Benefit and Child Benefit)	<ol style="list-style-type: none"> 1. Parent's P60 (2024) or 2. 3 months current parental wage slips (2024) 3. 3 Months current Universal Credit Statement from date of Bursary Application (2024) 4. Tax Credit awards letter 24/25
Household claiming Income support	Benefits agency letter
Household claiming Universal Credit	Current 3 months' Universal credit Awards (from date of Bursary Application 2024)
Support under Part VI of the Immigration and Asylum Act 1999	Benefits agency letter
Child Tax Credit and/or Working Tax Credit	Latest Credit Notice and P60

All documentation should be uploaded onto the Bursary 16+ platform. If, for any reason, a student encounters difficulties in accessing their account, they can email their evidence to the Student Services Officer, who will assist in uploading the documents on their behalf.

7. Application and payment process

7.1 Applications

To ensure a fair assessment of need and an equitable distribution of discretionary awards, applicants are encouraged to ideally submit their applications before the first half-term. The specified date for application submission will be clearly indicated on the application form. In addition, it will be prominently displayed on school posters, daily slides within the school, and in daily announcements sent to students' emails.

We recognize that students' circumstances may change, so the application process will remain open throughout the entire school year, and it can be accessed through our online bursary platform, Bursary 16+.

Applicants will receive written notification of their application outcome, as well as the amount of funding awarded, via email through the 16+ platform. If a student wishes to appeal the decision regarding their bursary application, they must adhere to the school's complaints procedure. Appeals must be made in writing and submitted within two weeks of the decision being issued.

7.2 Bursary Requests and Payment Process

All Bursary applications and requests must be submitted via our digital platform, Bursary 16+ (Refer to Appendix). All students who have been awarded a bursary are required to request all bursary-related purchases and reimbursement requests through the online platform (Refer to Appendix A for Bursary request procedure for items). Students are required to submit a request through the 16+ platform for any bursary-related transactions. We aim to review bursary requests daily on weekdays (9-5) during term time.

7.21 Bursary Purchase Request Process

As mentioned earlier, all requests must be submitted through Bursary 16+ (<https://laetottenhambursary.applicaa.com/1>). When making a purchase request, students are required to choose from the item list provided. If the item they are requesting is not listed, they must provide additional information in the request. This information should include the weblink for the item and a summary of the item being requested.

Each request undergoes a meticulous review process, involving the Student Services Officer, Finance Assistant, and Finance Manager. This is done to guarantee compliance with both the standard ESFA criteria and our internal requirements. Approval from two staff members is mandatory before any action is taken regarding the purchase or reimbursement.

If a student wishes to appeal the outcome of their request, they should contact the Student Services Officer via email or in person. The officer will then review the decision alongside either the Finance Manager or the Business Director.

7.22 Bursary Reimbursement Process

When submitting reimbursement requests, students must ensure that proof of purchase is attached clearly and legibly, allowing us to review the receipt. The receipts are essential for verifying that the student's purchase aligns with both the EFSA standards and our own criteria. Reimbursements will not be reviewed if receipts are not provided. The outcome of the request will be communicated to students via email on the Bursary 16+ platform.

To receive reimbursement, students must ensure that their banking information is up to date on the Bursary 16+ platform. Supporting evidence is also required as proof of banking information, such as a copy of the student's bank statement or the front of their bank card displaying the sort code and account number. The bank account must be in the student's name and not under their parents' name; otherwise, we will be unable to issue the reimbursement.

We aim to review reimbursement requests daily, if approved, reimbursements are aimed to be issued on a weekly basis to students. Once issued to the bank the payment is placed on hold till the Business Director and Headteacher approve the transaction.

7.3 Conditions for Bursary Awards

Bursary Awards are contingent upon students meeting the following conditions concerning their attendance and behaviour standards:

1. An attendance of 95% (This is discretionary and may be varied in the case of exceptional circumstances)
2. No more than 3 lates in a half term.
3. No more than 3 detentions/directed study sessions in a half term.
4. Missing detentions - Two missed 'Minor Detentions' (Directed Study, L1) or One missed 'Major Detention' (L2, L3).
5. Flagged by a Member of Staff for persistent concerns, including Personal Development.
6. 10 - 15 negative points in a half term.

All students are required to acknowledge the agreement terms and conditions by ticking a declaration, signifying their acceptance of these conditions.

In the event that a student reaches stage two of the LAET Pastoral stage system, which is a meeting with their head of year. Their bursary may be suspended resulting in the student being unable to make a bursary request through the 16+ platform.

Access to their bursary profile will be ceased if a student is absent for a continuous period of 4 weeks or more (excluding holidays) or if a student decides to withdraw from their study program.

Nevertheless, we will always take into account the individual circumstances of each student before arriving at a decision to suspend bursary funding. This evaluation will encompass factors such as illness, caring responsibilities, or any other exceptional situations that may influence attendance. Prior to taking any such action, we will conduct a careful assessment of its potential impact on the individual student. The decision-making process, including the withholding of bursary funds and access to their bursary profile, will always involve the Pastoral, Safeguarding and Student Services teams. All decisions will be communicated to the student in writing.

8. Changes in Circumstances

In the event of any changes in circumstances that could impact eligibility for a bursary, applicants and/or parents/carers are required to promptly inform the school. Additionally, at the beginning of each new academic year, students must confirm on the 16+ platform that their parents' or carers' financial situation remains unchanged. If there have been any changes, they must notify the school as soon as possible to avoid the risk of losing their bursary or being placed on the wrong bursary.

9. Record Keeping

As previously mentioned, our bursary applications are exclusively conducted online via the 16+ Platform. All applications, evidence documents, and digital agreements signed by students, which we retain for audit purposes, are securely stored. They are either held on a third-party system through 16+ (please refer to the Applica privacy policy) or on a secure server.

Furthermore, any notes pertaining to students are diligently stored in compliance with our data protection policy, privacy notices, and record retention schedule. Rest assured that we prioritise the security and confidentiality of all information related to our students and their bursary applications.

10. Monitoring arrangements

This policy will be reviewed by the Student Services Officer and Business Director on a yearly basis. During each review, the policy will undergo approval by the Headteacher and Governors before being published for public access.

11. Appendix

Appendix A: Bursary Procedure table

Item	Calculated/ Notes	Payment Method for All Bursaries A-D
<p>Travel Expenses To and from school</p>	<p>The Student Services Officer (SSO) will calculate each student's travel expenses based on the route from their home postcode to the school, using the Bromcom system and Google Maps.</p> <p>Guidance:</p> <ol style="list-style-type: none"> 1. The SSO will find the most cost-effective route that the student usually takes, primarily using red buses (Free travel on 16+ zip cards). "Reasonable" would mean that the route should not be more than 20 minutes longer than the quickest option available. 2. A student's bursary will cover up to 75% of the total travel costs for those eligible for bursaries B-D. Entitlement for bursary A students will be reviewed on a case by case basis. 3. Whenever possible, assistance will be provided in-kind, such as topping up Oyster cards, rather than providing cash, unless unavoidable. 	<p>Upon obtaining the student's agreement, they will grant access to their personal Oyster card account. The Student Services Officer (SSO) will then proceed to top up their accounts per term. In the event that students do not have access to their online account, they will be requested to reset their password. As a last resort, the SSO will physically top up their Oyster cards at the local train station, White Hart Lane Station.</p> <p>Under no circumstances will any unauthorised transfers for travel be allowed, unless specifically approved in advance by the Business Director.</p>
<p>Clothing</p>	<p>The approved clothing amount per term will be subject to need and the student having funds available except for Bursary A students, whose allocation will be reviewed based on their individual circumstances (subject to the student having funds available).</p>	<p>We kindly ask students, if financially feasible, to purchase the required items themselves and then place a reimbursement request with Receipt of purchase clearly attached. Subsequently, we will review their receipts and clothing purchases to ensure they comply with LAET's school clothing criteria (Smart Business Attire). Once verified, we will proceed with the reimbursement process.</p>

		<p>Alternatively, if the purchase is made online, the student can submit a bursary purchase request, including a screenshot of the basket with the items they intend to purchase and the sizes needed. Once the request is reviewed to ensure compliance with LAET's school clothing criteria (Smart Business Attire), the student will be notified via email whether the school will proceed with purchasing the items on their behalf.</p> <p>In exceptional circumstances, if students wish to make in-store purchases but face financial constraints to do so, they must contact the SSO who will discuss further with the Business Director. Once approved, a BACs transfer will be issued directly into the student's bank account. In addition, they need to agree to promptly provide the receipts to the SSO or upload them to Bursary 16+ after completing the purchase. A confirmation email should be sent to the SSO to verify the receipt uploads.</p>
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Trips	Financial assistance for bursary students attending school trips may be available from either the Bursary Fund or the LAET Opportunity Fund, depending on the nature of the trip and other factors. Please speak to the Student Services Officer for more information.	
University interview visits/ Open days - transport cost	The cost for UCAS applications are covered by the Bursary but University interview days and Open Days are usually covered by the Opportunity Fund.	School to pay directly or to reimburse the student with Receipts as proof provided.

Appendix B: Posters of Bursaries on Offer

**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

