



Leigh Academy Blackheath 16-19 Bursary Policy

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Old Dover Rd, London SE3 8SY
t: 020 8104 0888 | www.leighacademyblackheath.org.uk



Leigh Academy Blackheath is part of Leigh Academies Trust

LAB16 16-19 Bursary Fund

The 16-19 Bursary Fund is provided by the Central Government to facilitate financial support for young persons to overcome specific barriers to participation so they can remain in education. LAB16 are committed to ensuring the fund is used to support financially disadvantaged young people with the costs of participating in our post-16 study programme.

This policy sets out the arrangements for how LAB16 will prioritise the 16-19 Bursary Fund for the Academic year 2025/26.

If you have any queries regarding the LAB16 Bursary please send all enquiries to lab16@leighacademyblackheath.org.uk

Bursaries Available

There are two types of 16-19 Bursaries available:

Vulnerable Bursary

Bursaries for defined vulnerable groups: these students are unlikely to be receiving financial assistance from parents or carers. This bursary can pay up to £1,200 per year to a student on a study programme that lasts for 30 weeks or more.

Who can apply:

- A student who is in or has recently left local authority care.
- A student who receives Income Support or Universal Credit because they're financially supporting themselves.
- A student who receives Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit.
- A student who receives Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

Students will only be allocated the amount they actually need to participate and will not be automatically awarded £1,200 if they do not need the full amount. In some cases, a young person may meet eligibility criteria for a bursary but their financial needs are already met, in this case the

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student may be refused a bursary. Equally, if a student needs extra help to remain in education and requires more than the amount of £1,200 then they may be awarded additional funds from the discretionary bursary if all the eligibility criteria and assessment processes are met and followed.

To be deemed eligible for the vulnerable bursary, LAB16 will require proof that students are in receipt of the specified benefits in their own name or that they fully meet the definitions for in care/care leavers. Copies of evidence will be kept for audit purposes.

Discretionary Bursary

Discretionary bursaries to help students overcome the individual barriers to participation they face. This means to help with the cost of travel, to buy essential books, equipment or specialist clothing.

WHO CAN APPLY:

The Academy will decide which students receive a discretionary bursary and how much they receive based on each student's individual circumstances, and their actual financial need. These will vary from student to student and depending on the following criteria:

- Household income is below £25,000
- Have an EHCP

Items that can be claimed for include clothing, books and other equipment for your course. Transport and lunch on days you study. UCAS fees and university visits/trips.

LAB16 is awarded an amount of discretionary bursary money each year by the Education and Skills Funding Agency (EFSA), which is for young people who are not eligible for vulnerable bursary but need support to help participate in education e.g. travel costs, essential books, equipment, specialist clothing.

LAB16 established eligibility criteria that complies with DfE requirements to ensure bursary funding reaches those young people who are most in need of financial support.

All eligibility decisions are reassessed termly and students must reapply at the start of each academic year.

LAB16 will use household income, in some way, to help establish the amount of financial support awarded to a student as funds will be dependent upon each student's individual circumstances and actual financial need. Household income will be considered in conjunction with other factors. LAB16 will ask for evidence of circumstances and copies will be kept for audit purposes.

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Evidence

All applications for the LAB16 Bursary must be supported by appropriate evidence. Copies of evidence shall be retained by LAB16 for auditing purposes. All evidence will be treated as confidential and destroyed in line with the schools data retention policy.

Acceptable supporting evidence for the **Vulnerable Bursary** will be either:

- Statements from the Local Authority confirming the young person's current looked after status.
- Recent entitlement or Award Statement setting out the benefits to which the young person is entitled.

Acceptable supporting evidence for the **Discretionary Bursary** will be:

- Recent Entitlement or Award Statement setting out the benefits to which the young person is entitled.
- Latest tax credit/Universal Credit statement for the young person's household.
- P60 End of Year certificate for all adults in the young person's household who contribute to household costs.
- Self-Assessment tax calculation (must show most recent annual income).
- Confirmation from Local Authority or educational setting of entitlement to Free School Meals (FSM).

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Method of Payment

LAB16 will liaise with the young person to discuss how funding can provide the best support possible, based on an individual basis. LAB16 will deposit funds into the young person's bank account at the end of each module.

Removing Bursary Funding

Conditions

Students must satisfy the following conditions to continue receiving bursary payments:

- **Punctuality:** no more than three AM/PM late marks in the module.
- **Attendance:** at least 95% attendance (or at least 90% for part payment).
- **Dress Code:** you comply with the LAB16 Dress Code.
- **Assignments:** you remain on track with the completion of any assignments.

If students do not meet any of the conditions above, the bursary will not be paid for that module.

Change of young person's Financial Circumstances

Any young person in receipt of a Bursary has a duty to inform the school should their financial circumstances change, or those of their parent/carer.

Fraud and Audit

- LAB16 will investigate all instances of fraud relating to Bursary fund applications.
- 16-19 Bursary funds are subject to assurance as part of normal assurance arrangements.

Further information on 16 to 19 Bursary Fund

You can find general information on the 16 to 19 Bursary Fund here: [16 to 19 Bursary Fund: Overview - GOV.UK](#)

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