



THE LATYMER SCHOOL

Founded 1624

THE LATYMER SCHOOL BURSARY FUND POLICY 2024 NON-STATUTORY

Policy review by	Finance and Infrastructure, November 2024
Policy agreed	Full Governing Body November 2024
Review policy	November 2025

THE LATYMER SCHOOL 16-19 BURSARY FUND POLICY

Background:

A bursary is money that can be provided by The Latymer School to pay for things such as clothing, books and equipment for courses and transport and lunch on days a student is in school. However, once the bursary is allocated the student decides how to best use the money.

There are 2 types of 16 to 19 bursaries.

1) Vulnerable Student Bursary

They will receive up to £1,200 per annum if at least one of the following applies to the student:

- They are in or have recently left local authority care
- They get Income Support (or Universal Credit in place of Income Support) in their name
- They are disabled and get both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their name.

Evidence needs to be provided by the student to the Finance Office. Acceptable evidence is e.g. a letter setting out the benefit to which the young person is entitled and/or written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services. To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. The student should also be meeting all the requirements outlined in the Sixth Form contract. Therefore, such factors as the following will be considered: Attendance, punctuality, referrals, progress reports, the achievement of targets, feedback from subject teachers and feedback from the Head of Learning. The bursary will be paid monthly in arrears.

2) Discretionary Bursary

Discretionary bursary payments are available for students facing financial barriers to participation in essential educational activities. Students who are currently in receipt of Free School Meals will be entitled to this payment.

Applications should be made to the borough of Enfield where the student is an Enfield resident. Students who reside out of the London Borough of Enfield and are currently eligible for Free School Meals should apply through the London Borough of Enfield by completing the [Free School Meals Application Form](#) and emailing the attached to freeschoolmeals@enfield.gov.uk.

It is the responsibility of the parents to inform the school immediately of any change in circumstances that mean that the student is no longer eligible to receive payments. To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. The student should also be meeting all the requirements outlined in the Sixth Form contract. Therefore, such factors as the following will be considered: Attendance, punctuality, referrals, progress reports, the achievement of targets, feedback from subject teachers and feedback from the Head of Learning. The bursary will be paid monthly in arrears up to a maximum of £1,200 per annum. The sum will be calculated by dividing the Total Latymer Bursary Fund minus the statutory element and the 10% contingency divided by the numbers on FSM.

No students should be prevented from accessing a Sixth Form place at The Latymer School through hardship. In these cases, applications for financial support can be made to The Latymer Foundation through the Headteacher.

Parent/Carer/the Student are entitled to appeal any decision in writing to the Headteacher. This policy will be reviewed annually in light of government Policy and is, therefore, subject to change.

The money the school receives from the DfE for bursaries is split equally between the number of students in Year 12 and Year 13.