The Totteridge Academy Sixth Form - 16-19 Bursary Fund Overview

Our 16-19 Bursary Fund is a cash-limited fund to support Sixth Form students from low-income backgrounds attending the Sixth Form at The Totteridge Academy. For eligible students, the fund provides a cash payment (in the form of a cheque) to parents/carers. We encourage parents /carers to use this money to help towards the cost of essentials such as uniform, stationary, and resources for A level subjects. It applies during the 2026-27 academic year.

Eligibility:

To be eligible for the bursary, students must:

- Be enrolled The Totteridge Academy's Sixth Form
- Be between 16 - 18 years at the start of the academic year in which they begin their programme of study
- Be undertaking courses of study amounting to at least 15 hours per week
- Continuously meet the expectations of attendance, punctuality, academic attainment and behaviour set out by the academy. This includes a minimum attendance to school of 90%
- Students who are eligible to apply for the bursary will have a household income of less than £30,000 a year (this includes benefits)

Additionally, you may be entitled to a government grant or bursary of up to £1,200 if –

- You are living in care
- You are a care leaver
- You are receiving income support as a student
- You are disabled and receiving both Employment Support Allowance & Disability Living Allowance

Evidence:

Appropriate evidence must be provided by any student wishing to apply for a bursary. A copy of this evidence will be retained the Academy.

Appropriate evidence includes one of the following documents –

- P60 PAYE
- Proof of benefit claimed; Income Support, Income based Employment and Support Allowance, other Benefits and Pensions
- Working Tax Credit/Child Tax Credit Full Award Please note these documents should indicate OVERALL household income – not that of one parent/carer.

Documents should be presented in a sealed, named envelope marked confidential and submitted to the Director of Sixth Form along with the application form, printed overleaf by Friday 25th September 2026.

Payment:

This is a cash limited fund and once the allocations are made for an academic year, it is likely that late applications may receive little or no financial support, regardless of entitlement.

The amount of bursary will be determined by:

a) The level of funding received from central government.

b) Each student's individual circumstances and actual need.

Entitlement to a bursary in one academic year does not give an automatic entitlement in any subsequent academic years.

If a bursary application is approved, the student will receive written confirmation. The letter will specify how the funds must be used.

A cheque will be given to eligible students. If a student does not meet the eligibility criteria in full for a particular month, for example their attendance drops below 90%, they will not receive that bursary instalment.

The bursary funding we provide is intended to help students meet essential costs that enable them to fully participate in their study programme. This may include, for example:
• Essential textbooks or learning resources
• Required equipment
• Specialist clothing or protective items (such as overalls)

The DoE 16 to 19 Bursary Fund guide states that receipts for expenditure and purchases made with bursary funding form part of the audit and assurance of the scheme. Receipts are evidence that funding is being used for the reasons it was awarded. Therefore, receipts for purchases made with bursary funds are to be submitted to the sixth form administrator.

How do I apply?

If you wish to apply for support from Bursary Fund you should:

• Check that you meet the financial eligibility criteria detailed overleaf (contact Ms Kent, the Director of Sixth Form if you have any questions)
• Complete the application form, answering all questions in full to avoid any delay in processing your application.
• Return your completed application form to the Director of Sixth Form **by Friday 25th September 2026**

Process Flowchart

Student checks eligibility

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Student gathers required evidence

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Student completes application form

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Student submits form and evidence

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Application reviewed by Sixth Form team

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Decision: Eligible or Not Eligible

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If approved: Student receives written confirmation.

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Letter outlines how funds must be used

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Bursary payment issued (subject to requirements)

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Proof of purchases handed to sixth form administrator

The Totteridge Academy Sixth Form - 16-19 Bursary Fund Application Form

Part 1: Student Details	
First Name	
Surname	
Age on 31st August 2026	
Home Address (including postcode)	
Mobile phone number	
Email address	

Part 2: Parent/Carer Details	
First Name	
Surname	
Home Address (including postcode)	
National Insurance number	
Mobile phone number	
Email address	

Please tick the documents you are submitting as evidence in support of your application

- P60 PAYE	
Proof of benefit claimed; Income Support, Income based Employment and Support Allowance, other Benefits and Pensions	
Working Tax Credit/Child Tax Credit Full Award. Please note these documents should indicate OVERALL household income – not that of one parent/carer.	

I have read and understood the eligibility requirements and terms of the bursary and confirm that the above details are true and accurate to the best of my knowledge:

Name of student: _____

Signature of student: _____

Name of parent: _____

Signature of parent: _____

Date: _____