



# London Design & Engineering UT6 Form

## Sixth Form Bursary Scheme Policy

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## Version Control Table

Version	Date	Amended by	Rationale
1.0	16/03/2023		Version approved by Directors
1.1	20/03/2025	VWB	Policy reviewed to ensure it is in line with <a href="#">current guidance</a> . Section G added – change in circumstances
2.0	03/07/2025		The version approved by the Board

### **Guidance on version Control:**

*Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.*

*Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0.*

## Contents

1.	Who will be eligible for a bursary at LDE UTC? .....	3
2.	Terms and Conditions .....	3
2.1.	The awards are dependent on .....	3
2.2.	What can the money be spent on? .....	3
2.3.	If I am in one of the eligible groups what evidence will I need to provide? .....	3
2.4.	Free School Meals criteria – do I qualify? .....	4
2.5.	How do I apply? .....	4
2.6.	What happens to my application form? .....	4
2.7.	Change in circumstances?.....	4

## 1. Who will be eligible for a bursary at LDE UTC?

To qualify, you must be at least 16 years old but under 19 on the 31<sup>st</sup> August in the academic year in which you start your programme of study and a legal resident of the UK or a registered asylum seeker.

There are two levels of Bursary, and you can apply for **ONE** only:

### Level 1

Those most in need, such as young people in care, care leavers, young people receiving income support/ Universal Credit and disabled young people receiving both Employment Support Allowance and Disability Living Allowance and can apply for a bursary of up to £1200 per year.

### Level 2

This discretionary bursary can be allocated to learners who need support to overcome financial barriers that might prevent them from continuing in full-time education.

Applications must state what the identifiable financial need is, and evidence **must be provided** to support this.

**The criteria for any support are that the total household income must be less than £32,000 pa and that no other income is available from another household to support the learner.**

Documentary evidence is required as detailed below. This award is likely to be dependent upon the level of successful applications by learners / individual financial need, as the college is given a fixed amount to administer the scheme. The discretionary bursary is used to provide learners with support to fund:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days-

This list is not exhaustive.

## 2. Terms and Conditions

### 2.1. The awards are dependent on

- good behaviour,
- adherence to the Sixth Form Learning Agreement and
- attendance **of at least 95%**.

### 2.2. What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education. LDE UT6 may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible learners need for particular courses.

If funds allow, support may also be given to help learners attend trips which are essential to the course and travel to open days / interviews.

### 2.3. If I am in one of the eligible groups, what evidence will I need to provide?

**The evidence must be current.**

- Written confirmation of the learner's current or previous looked-after status from the relevant local authority
- A copy of the Universal Credit (UC) claim from the Department of Work and Pensions (we will require evidence from the last three months)

## 2.4. Free School Meals criteria – do I qualify?

**The application for this will be through the local authority, and they will notify you and us if you qualify.**

Parents or guardians receiving the following benefits can claim Free School Meals:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190; however, you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit
- Universal Credit Award

Please check the Newham website for further information: [Free school meals eligibility – Free School Meals – Newham Council](#)

## 2.5. How do I apply?

You should apply to the Head of School, Victoria Webb, as soon as possible after admission in September and no later than the last Friday of September.

Please complete the Application Form online( click [here](#)) and remember to include evidence to support your application. Learners are only able to do this with their college email address. Ensure that you are applying for the correct academic year.

## 2.6. What happens to my application form?

Your application will be considered by the Bursary Panel. The Bursary Panel is made up of the Head of School / Deputy Headteacher - Pastoral, the Sixth Form Pastoral Team, and the Chief Financial Officer.

Payments will normally be made to learners directly into their chosen bank account in **November (33.3% of the bursary), February (33.3% of the bursary) and June (33.3% of the bursary)**. Applications approved will be monitored as per the previously mentioned Terms and Conditions. Applications not approved will be destroyed in line with our GDPR policy.

The bursary may be withdrawn at any time should a learner fail to continue to meet the criteria. **NB** The Bursary payment to schools and colleges is a fixed sum and not on a per learner basis. Bursary amounts may vary to deal fairly with the number of eligible learners.

## 2.7. Change in circumstances?

If there are changes in circumstances that may affect eligibility for a bursary, applicants and/or parents/carers must notify the college without delay. Late applications for bursaries will be considered, and applications should be made as above, having informed the Head of School.

- Apply by Friday 17th January - receive payments for 2/3 of the year in February and June.
- Apply by Friday 24th April - receive payments for 1/3 of the year in June.