



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 current guidance (24-25). Section G added – change in circumstances
2.0	03/07/2025		The version approved by the Board
2.1	20/3/2026	VWB	Policy reviewed to ensure it is in line with current guidance (25-26) and reordered for clarity. Changes to FSM added. Increase in earnings to £35,000 from £32,000

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.

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Application deadlines

Friday 26 th September 2026	receive payments for the full year in November, February and June
Friday 15 th January 2027	receive payments for 2/3 of the year in February and June.
Friday 23 rd April 2027	receive payments for 1/3 of the year in June.

This policy is based on advice from the Department for Education (DfE) on the [16 to 19 bursary fund for the 2025 to 2026 academic year](#).

How we use the bursary fund

Financial support is available to eligible learners from the 16 to 19 bursary fund. The fund is intended to support learners aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education

We use the fund to provide learners with support to fund:

- Transport
- Books
- Equipment
- Field trips that are essential to the course and other course-related costs
- The costs of attending university interviews and open days

This list is not exhaustive.

Who will be eligible for a bursary at LDE UT6^{Form}?

To qualify you must be at least 16 years old but under 19 on the 31st 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 - Vulnerable groups such as:

- Learners in care
- Care leavers,
- Receiving Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, **as well as** Employment and Support Allowance (ESA) or UC in their own right

Learners will be funded to reflect the amount of support they need to participate based on an assessment of the actual participation needs and costs they have.

Learners who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary.

Learners will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs). Should we refuse the application on this basis, we will discuss this with the learner and their support worker/parent/carer where applicable.

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the outcome based on a particular learner's needs. Learners will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, to provide more than £1,200 per year if it is necessary, in all the circumstances, for the learner to remain in education. Any such additional payment will be paid either from the college's discretionary bursary allocation or the college's own funds.

Level 2 - Discretionary bursaries

Learners can apply for a discretionary bursary if they satisfy one or more of the following criteria:

- Total household income must be less than £35,000 pa
- No other income is available from another household to support the learner
- Distance to travel between the learner's home and the college, or the location of a placement
- The number of dependent children in the learner's household
- The requirements of their study programme
- Whether the learner has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to learners. We will base all decisions around which learners receive a discretionary bursary, and how much bursary they receive, on each learner's individual circumstances and their actual financial need.

We will review the learner's eligibility position each academic year. Learners will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

Terms and Conditions

A. The awards are dependent on good behaviour, adherence to the Sixth Form Learning Agreement and attendance of at least 95%.

B. 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 UTC 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.

C. How do I apply?

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

D. What evidence will I need to provide?

- A copy of the Universal Credit notice from the Department of Work and Pensions (DWP) - **last three months**
- Evidence of receipt of DLA or PIP, in the learner's name - **whole annual review document is required**
- If you are in care or a care leaver, the local authority will be able to provide a letter confirming this.

If you are applying for a Level 1 (Vulnerable learner) bursary, please provide documents such as a tenancy agreement in the learner's name and Universal Credit in the learner's name.

E. 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 Universal Credit (if income is below £16,190) can claim Free School Meals:
N.B: From September 2026, the government plans to expand Free School Meals to all those on Universal Credit.

F. 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 direct into their chosen bank account in **November (33.3% of bursary), February (33.3% of bursary) and June (33.3% of 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 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.

G. 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.