Sutton & District Training Limited

16-19 STUDENT BURSARY POLICY 2026 - 2027

Date effective from:	01/08/2026
The Policy will next be reviewed:	01/08/2027
Policy approved by:	Julie Ingleton
Signed:	
Date:	Xxxx

Sutton and District Training

16-19 Student Bursary Policy 2026 - 2027

Introduction

This policy sets out the financial support available through, and eligibility for, bursary funding for 16/19 years old Students attending Sutton and District Training in 2026-2027.

Policy Aims

It is the policy of Sutton and District Training ("SDT") to optimise the use of the 16-19 Bursary funding to provide support to those young people facing the greatest barriers to continuing in education. Funding is provided to SDT by the Government to enable us to support Students who would find it difficult to stay in education without this support.

Criteria for the 16-19 Bursary Fund

There are two types of 16-19 Bursaries:

1) **Vulnerable** bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
2) **Discretionary** bursaries that institutions award to meet individual needs. For example, Transport, meals, books, equipment, and curriculum related activities

Vulnerable Bursary

Young people in the defined vulnerable groups are eligible for a bursary of up to £1,200 if their course lasts for 30 weeks or more and is full time (unless their financial needs are already met, and/or they have no relevant costs). The defined ***vulnerable*** groups are:

- Young people currently in or leaving care
- Young people receiving Universal Credit
- Young people receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

Discretionary Bursary

Discretionary bursaries are targeted at students most in need of financial help for things like transport, meals, books, equipment and curriculum related activities.

Discretionary Bursary can be considered if the Student's parent(s)/ carer(s) fulfil certain criteria – please see the application form SDBF for more details.

Each application will be assessed on an individual basis – a discretionary bursary award is not guaranteed. *Discretionary bursary is strictly attendance based.*

Eligibility

To be eligible for a *Vulnerable* bursary the student must fulfil one of the following criteria:

- Be in care
- Be a care leaver
- Be 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
- Be receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, AS WELL AS Employment and Support Allowance (ESA) or UC in their own right

Vulnerable Bursary Supporting Documents

You must be able to provide one or more of the following:-

- Income support award letter
- UC award letter/breakdown of UC awarded
- S20 letter

To be eligible to receive a *Discretionary* bursary the Student must fulfil one of the following criteria:

- Be aged 16 or over but under 19 on 31st August 2025
- Be aged 19 or over on 31st August 2025 and have an Education Health Care Plan (EHCP)
- Be aged 19 or over on 31st August 2025 and continuing a study programme they began aged 16 to 18 ('19+ continuers')
- Meet the residency criteria in DfE 2025 to 2026 academic year funding regulations for post16 provision
- students who are in households in receipt of Universal Credit with annual household earnings of no more than £7,400; this is 'Targeted FSM'
- students who do not qualify for targeted FSM, but who are in households receiving Universal Credit; this is 'Expanded FSM'
- Be participating in a provision that is subject to inspection by a public body which assures quality (such as Ofsted); the provision must also be either:
  - Funded directly by DfE or by DfE via a local authority
  - Otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000

Discretionary Bursary Supporting Documents

You or your parents must produce evidence of one or more of the following:-

- Income support
- Income base Jobseekers Allowance (DfE)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit (evidence of 3 months of payments will be needed)

Application Process

If the Student intends to apply for a Bursary, the Bursary Application Form SDBF should be completed and returned within 4 weeks of their start date. The MIS administrator shall review the application, supporting evidence and any other personal circumstantial evidence and notify the students of the outcome within two weeks of receipt of the applications. *Applications need to be received by the penultimate Friday of the month.* ***Any*** *applications received* ***after this time*** *will be* ***processed the following month****.*

Exceptional Circumstances

SDT recognises that this document cannot cover every eventuality. For unforeseen exceptional circumstances, parent(s)/ carer(s) can apply in writing for a Discretionary Bursary, describing applicable circumstance(s) with supporting documents. Any such applications will be given consideration, but acceptance cannot be guaranteed.

Appeals

The Student or parent/guardian/carer have the right to appeal against the decision made about their application. The appeal should be in the form of a letter to the directors, who with the MIS administrator will consider and respond to the appeal within two weeks of receipt.

Free Meals

Since September 2014 Further Education funded institutions have been required to provide free meals to 16 -18 year old Students from low income households.

Eligible Students will be provided with a free meal with a minimum value of £4 for each day they have timetabled lessons. This is above and beyond the £2.66 mandated by DfE; this larger sum is awarded as it will cover the cost of a Supermarket Meal Deal (in this case, Sainsburys). We will also ensure that those Students who have not applied for a Discretionary Bursary and not applied for FM will be considered if absence of a regular meal is proving a barrier to participation and achievement – it is our consensus that Student participation rate is increased when breakfast or lunch is provided.

Conditions

General Conditions

Applications to the 16-19 Bursaries will be accepted from 1st September 2026 through to the end of June 2027 or until the awarded funding has been fully allocated, whichever is the sooner.
Students must complete the relevant application form in full and provide evidence as relevant.

We reserve the right to request repayment of all or part of any payment received if a Student withdraws from their course.

Students may make more than one application to the fund in an academic year as relevant to their circumstances and the bursary criteria.

Where a Student's circumstances change in-year and they become eligible as a vulnerable Student, they will receive a pro-rata amount of the vulnerable bursary, which will be from the date the Student became eligible to the end of the academic year.

Where a Student is enrolled on a course of less than 30 weeks, the vulnerable Student bursary will be adjusted to an appropriate pro-rata amount.

Payments

Bursaries will be paid as per confirmation letter by BACS into the Student's bank account. Payment is subject to satisfactory attendance checked before due payment by the MIS administrator.