



Little Gate College

16 to 19 (24) Discretionary Bursary Policy

2026 to 2027



PURPOSE

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups.
- discretionary bursaries which institutions award using policies they set, in line with the DfE funding rules.

This policy sets out how Little Gate college (the college) will work with the 'Discretionary' bursary fund during 2026 to 2027. Please see our separate policy, criteria and application process for the 16 to 19 Vulnerable Groups bursary fund.

DISCRETIONARY BURSARY FUND

Each year the DfE provides the college with a small allocation of bursary funds to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

Applications for discretionary bursary funds are open to students who are aged 16 to 19 (or aged 19 to 24 with and EHC Plan) on 31 August 2026. A bursary will only be paid if attendance and behaviour meet our required standards.

We will need to look at information that sets out your household income. We have set a threshold of **£50,000** to be eligible for a discretionary bursary. This means that the total family household income must not exceed this amount.

Please note that our policy is to maintain strict confidentiality in the review and storage of these documents and any information that we hold.

WHAT IT CAN PAY FOR

The bursary fund is intended to help students with the essential costs of participating in their study programme. For example, help with the cost of essential books or equipment, uniform/footwear for work placements or with the cost of travelling to college/work placements. The bursary fund is not intended to support costs not related to education, such as living costs and extra-curricular activities, or to provide learning support services such as counselling, mentoring or extra tutoring.

Books and equipment, such as a laptop and iPad, will remain the ownership of the college and must be returned on leaving/completion of the study programme.



PAYMENTS

All decisions about which students receive a discretionary bursary, and how much they receive, will be based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the college/work placement and the requirements of their study programme.

Students who meet the criteria are not automatically entitled to a bursary if they do not also meet financial need, or their needs are being met from another financial source. They may receive a lower amount of bursary or no bursary at all in these circumstances. Wherever possible, payments will be made in-kind rather than in cash.

OTHER BENEFITS

If you are successful in receiving bursary funding it does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, Universal Credit.

HOW TO APPLY

You can download an application form from the website, request that an application form is posted to you or collect one from the college. We can help if you require any further information or have questions about how to complete your application.

Completed application forms, and supporting information, are considered by a panel to ensure that funds are allocated for those students who genuinely need them.

There is also a guide for students (and parents) which can be found on the government's website as follows: <https://www.gov.uk/1619-bursary-fund>

TIMESCALES and PROCESS

In order to receive the maximum benefit from your bursary we ask that completed application forms and supporting documentation are submitted to the college by 30 September 2026. The college will continue to consider applications throughout the academic year should your household



circumstances change or where a student starts later in the year. However, this may mean that a lower award will be given.

Following receipt of your application form the college will verify the evidence and confirm eligibility. We will then assess the actual amount of financial support the student needs to participate.

Some students may meet the eligibility criteria, but their financial needs are already being met, or they have no relevant costs and do not need the award.

AWARD LETTER

The College will write to you with the outcome of your application. Where successful, the letter will set out the amount of the award and items that it will purchase for you.

PURCHASES

Wherever possible, the College will purchase items such as books, educational equipment, laptops, tablets, protective clothing for art, horticulture or catering, uniform for work placements and transport, including travel passes and taxi fares in-kind.