



Application Process

During initial interview the Learner Support Officer will discuss the Bursary and FSM process and benefits with the learner, explaining the evidence requirements and that the fully completed form **and** evidence will need to be returned on induction. PTS staff will support this process by contacting the parents/carers where necessary. If the learner fails to return the paperwork on induction, the LSO will remind the learner of the importance and benefits of submitting the application form and supporting evidence at the earliest opportunity.

All bursary applications will be processed confidentially by relevant staff at PTS. All documents are held in line with our GDPR Policy and DFE Retention Guidelines.

There are two types of 16 – 19 Bursaries;

Band A (Vulnerable Group)

Band A bursary is an entitlement of up to £1,200 a year for young people in one of the defined vulnerable groups;

- ❖ In local authority care or an unaccompanied asylum-seeking child
- ❖ A care leaver
- ❖ A learner in receipt of income support or universal credit
- ❖ A learner in receipt of employment support allowance (ESA) or the equivalent universal credit and disability living allowance (DLA) or the new personal independence payments

To support a Band A bursary claim you will need to provide evidence to confirm that the learner falls into one of the above categories as identified on the application form.

If the learner has received Band A bursary at another learning establishment within the same academic year, the tutor will need to support the learner in contacting the establishment to gain confirmation of the amount received prior to application submission.

A learner may meet the eligibility criteria above, however, this does not mean that they will automatically be entitled to the fund if there is no financial support required.

Band B (Discretionary)

Band B bursaries are awarded to support young people in overcoming individual barriers to participation in education or training such as;

- ❖ Provisional Licence or any other form of ID
- ❖ PPE
- ❖ DBS
- ❖ CSCS
- ❖ Travel Costs
- ❖ Uniform Costs
- ❖ Resources related to a work placement

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- ❖ Meals, if not entitled to FSM

This list is not exhaustive but anything additional would need to be agreed with the data team before proceeding and is available at all levels of discretionary bursary.

We have broken the discretionary bursary into groups depending on household income and the number of dependents within the household.

Level	Household Income / Entitlement
1	If a learner has submitted an application form with supporting evidence of all household income and it is assessed by the data team at being £37,000 or below , the learner will be entitled to travel and in kind payments to support their participation in training.
Please note , the number of dependent children identified in the application form, will be taken into consideration when assessing the bursary application.	

Confirmation of entitlement

The data team will carry out an audit on the evidence submitted and complete the Application Evidence Audit Form which will identify household income and confirm entitlement. An email will be sent to the tutor with the outcome and a confirmation letter for the learner within 14 days.

Payments will be made into a designated bank account on a weekly basis.

If the application is unsuccessful, the letter will give an explanation for this decision and will inform the learner of the appeals process.

Free School Meals

Free School Meals are awarded to learners who fall into the following categories:

- ❖ Income Support
- ❖ Income Based Job Seekers Allowance
- ❖ Income Related Employment and Support Allowance
- ❖ Support under part VI of the Immigration and Asylum Act 1999
- ❖ The guarantee element of State Pension Credit
- ❖ Child Tax Credit (providing they are not entitled to working tax credit) and have an annual income below £16,190
- ❖ Working Tax Credit run on – paid for 4 weeks after someone stops qualifying for Working Tax Credits
- ❖ Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum

PTS will pay up to £2.61 per meal whilst the learner is participating in training. We have a contract with a local caterer to provide meals daily. Learners who are on placement will be required to provide a receipt to evidence the purchase of food and will be reimbursed for a maximum of up to £2.61 per day.

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