

Bursary Policy 2025-26



Date approved	July 2025
Approved by	Partnership Board
Date adopted by the Trust	September 2025
Review cycle	Annually
Last review date	Sep 2024
Date of next review	Sep 2026
Policy owner	Kingsbridge EIP SCITT
Changes made in last review	The policy was updated by the Executive Team in June 2023 following publication of the DfE Initial teacher training bursaries funding manual: 2025 to 2026 academic year.

Document control This is a SCITT policy adopted and reviewed by the Local Governing Board and relates to all SCITT partners within the Kingsbridge Teacher Training arm. It will be displayed on <http://kingsbridge.atctrust.org.uk/>

This policy was first published in May 2021 in line with the DfE's Bursaries and Scholarships Eligibility 2025/2026 guidance in operation at that time. Since the policy has been updated annually to reflect annual DfE training bursary guidance.

Introduction

A training bursary is a tax-free financial incentive to attract high-quality graduates into the teaching profession. The bursary amount varies according to the subject which they train to teach. Training bursaries are administered in accordance with Department for Education guidelines in force at the time of enrolment and will be paid in accordance with these guidelines.

Kingsbridge Teacher Training will confirm with Trainee Teachers by letter in September of bursary entitlement. A template letter is set out in Appendix 1.

The Trainee Teacher is required to complete and return the bursary agreement as set out in Appendix 2 in order that arrangements can be made to process any confirmed bursary award.

Eligibility

For a trainee to be eligible to receive a bursary, you must make sure that, from the first day of training, the trainee meets and continues to meet the criteria set out below.

To be eligible, a trainee must:

- Be present on the course on the date of each payment, specifically being actively engaged in the programme on the first day of the month following their start date
- Promptly inform Kingsbridge if they intend to withdraw from the course
- Inform Kingsbridge of any changes in their bank account details and address
- Sign a declaration of understanding with Kingsbridge to the effect that they expect to seek a teaching post in England on successful completion of their course
- Be eligible to receive student support, with the exception of trainees in languages and physics starting courses in the 2025 to 2026 academic year, who do not need to be eligible for student finance to receive a postgraduate bursary or scholarship. For all other subjects and routes, trainees must be entitled to support under the student finance criteria. European Union (EU) nationals resident in the UK before 1 January 2021 with pre-settled or settled status are eligible for home fee status and student financial support similar to domestic students, subject to usual residence requirements. Trainees from the Isle of Man, Jersey, and Guernsey may also be eligible for support from their home education departments
- Hold a UK first degree or equivalent, which means their highest academic qualification should demonstrate the same breadth and depth expected of a UK first degree with at least second-class honours. This includes a first class, upper second class, or lower second class undergraduate honours degree, a master's degree, a doctoral degree, a medical master's degree (distinction), or an aegrotat (unclassified) honours degree. This requirement does not apply to undergraduate bursaries
- Be taking a qualifying postgraduate or undergraduate ITT course in England that leads to a recommendation for Qualified Teacher Status (QTS) upon successful completion, and is delivered by an accredited ITT provider. Courses leading to Qualified Teacher Learning and Skills (QTLS) or solely an academic award like a Postgraduate Certificate in Education (PGCE) without QTS are not eligible. For combination courses, the bursary subject content must be 50% or more, or the subject attracting the highest bursary rate if content is equal

- Be notified in writing by their ITT provider of their eligibility for the course. This written confirmation can also be used by trainees who need to apply for a student visa as evidence of financial support
- Comply with the terms and conditions of the bursary scheme
- Not be in possession of, or eligible for QTS, on the first day of their ITT course. Teachers who qualified overseas may be able to apply for QTS through the recognition service; applicants should be advised to check their eligibility. Individuals holding QTLS status and maintaining membership with the Society for Education and Training (SET), or those holding Early Years Teacher Status (EYTS), are eligible to apply for an ITT place and receive a bursary if they meet all other criteria
- Not be undertaking paid teaching work which contributes to their training when in receipt of the bursary. If employment is unrelated to the ITT course and not used for assessment against Teachers' Standards, a trainee may receive a salary alongside their bursary payments
- Not be simultaneously undertaking any other ITT course, training scheme or programme that leads to QTS

The points above should be read in conjunction with the corresponding [DfE guidelines](#), which give further guidance on eligibility and entitlement

Value and Timings of Bursary Payments

Bursary awards are paid in ten equal monthly instalments over the duration of the course commencing in October for a September start, then paid monthly thereafter on or before the 20th of each month in equal amounts to a nominated bank or building society account. The first payment will be made if the trainee is actively engaged in the ITT programme on the first day of the month following their start date

The value of monthly instalments for a 10-month payment structure for the 2025 to 2026 academic year is as follows

Bursary award	Value of monthly instalments (commencing in October for 10-month payment structure)
£5,000	£500
£10,000	£1,000
£26,000	£2,600
£28,000	£2,800
£29,000	£2,900
£31,000	£3,100

Financial Offer

Trainees who qualify for training bursaries in accordance with the Department of Education (DfE)

guidelines in force at the time of enrolment will be paid in accordance with those guidelines.

Subject	Bursary	Scholarship
Art & Design	£10,000	
Biology	£26,000	
Chemistry	£29,000	£31,000
Computing	£29,000	£31,000
Design and technology	£26,000	
English	£5,000	
Geography	£26,000	
Languages (French, German and Spanish only)	£26,000	£28,000
Languages (all other languages, including ancient languages)	£26,000	
Maths	£29,000	£31,000
Music	£10,000	
Physics	£29,000	£31,000
RE	£10,000	

Undergraduate Bursaries

A training bursary of £9,000 for final year undergraduates is available for trainees on secondary mathematics and physics courses that lead to QTS. This is also available for trainees on an opt-in undergraduate secondary mathematics, physics, computing or languages (including ancient languages) course that leads to QTS. Trainees on a QTS course and master's degree will receive £9,000 in both the third and fourth year, totalling £18,000

UK First Degree

You should use the trainee's highest academic qualification to determine eligibility for a training bursary. You should be confident that a trainee's academic qualification has the same level of breadth and depth that would be expected of a UK first degree with at least second-class honours. This requirement does not apply for undergraduate bursaries. For further detailed guidance on eligible academic qualifications, including Master's and Doctoral degrees, please refer to Annex B of the DfE Initial Teacher Training Bursaries Funding Manual: 2025 to 2026 Academic Year.

Undergraduate Veteran Teaching Bursary

A training bursary worth **£40,000** is available for undergraduate veterans who have left full-time employment from the British Army, Royal Air Force, or Royal Navy no more than 5 years before the start of their course. This is available for eligible ITT courses leading to QTS in secondary biology, chemistry, computing, languages (including ancient languages), mathematics, or physics starting in the 2025 to 2026 academic year. Trainees will receive **£20,000** in each of the last 2 years of their course, in equal monthly instalments. Trainees cannot receive both an undergraduate veteran teaching bursary and an undergraduate bursary.

Qualifying ITT Course in England

To be eligible to receive a bursary, the trainee must be recruited to a qualifying postgraduate or undergraduate ITT course in England.

A qualifying course must:

- lead, upon successful completion, to a recommendation to us for the award of QTS
- be delivered by an institution accredited by us as an ITT provider (which may be in partnership with a lead school for School Direct (tuition fee) courses)
- have been granted permission to recruit from the Department for Education

Courses that enable a trainee to be recommended for the award of Qualified Teacher Learning and Skills (QTLS), or solely an academic award such as a Postgraduate Certificate in Education (PGCE) without QTS, are not eligible for training bursary or scholarship funding

For combination courses, the course content must be **50% or more of the bursary subject awarded**. For courses with equal content of 2 subjects, the bursary for the subject that attracts the highest bursary rate will be awarded.

Determination and Notification of Eligibility

You must determine whether a trainee is eligible to receive a bursary and inform them in writing if this is the case. More information on bursary eligibility is available in the admissions section

You should make sure that trainees are informed of whether they're eligible for a bursary in good time before the start of their ITT course, and of the relevant payment schedule. An individual is only eligible for a bursary when this is confirmed in writing by their ITT provider. The Department for Education cannot provide written confirmation to trainees

Trainees who need to apply for a student visa can use notification of their bursary eligibility as evidence of funds for their visa application. Trainees must have sufficient funds to support themselves until the first bursary payment is made

Providers may, with permission from the candidate, use the bursary to offset a candidate's tuition fees, either partly or in full.

Trainee Requirements

We expect that trainees who accept a place with you and are eligible to receive a bursary will:

- inform Kingsbridge North West Teacher Training of any changes in their bank account details and address.
- promptly inform you if they intend to withdraw from the course.
- sign a declaration of understanding with you to the effect that they expect to seek a teaching post in England on successful completion of their course.
- You should also make it clear how you intend to pay the trainee

Possession of, or eligibility for, QTS

Individuals who hold QTS on the first day of their ITT course are not eligible for a training bursary. Separate continuing professional development (CPD) may be appropriate for those who already hold QTS

Qualified teachers from countries in the EEA or Switzerland, as well as those who qualified in Australia, Canada, New Zealand, and the USA, may be able to receive QTS following an application to the DfE recognition service. You must advise applicants in these categories to apply for QTS where potential equivalency is identified during the recruitment process. Teachers who are successful in their QTS application will not be eligible for a bursary. Bursary assessment can continue for those who are unsuccessful in their application. Potential trainees should use the DfE's online eligibility checker or email professional.recognition@education.gov.uk for more information

Individuals who hold QTLS status and are members of the Society for Education and Training (SET), or those who hold Early Years Teacher Status (EYTS), are recognised as qualified teachers in maintained schools in England. They must continue to maintain their registration with SET for this recognition to be valid. They will still be able to apply for an ITT place and receive a bursary, provided they meet all other criteria specified in the eligibility section

Paid Teaching Work

Trainees receiving bursary payments must **not** receive a salary or other payment for any type of teaching work which contributes to their training whilst undertaking their ITT course

Therefore, if the trainee's employment is unrelated to the ITT course, and will not be used as part of the trainee's assessment, e.g. against the Teachers' Standards, then the trainee may receive a salary for this work alongside their bursary payments

Trainees are deemed to be employed as a teacher if they are employed under a contract of employment or services with one or more local authority, governing body or institution to:

- be the head teacher or principal of one or more schools or institutions.
- carry out one or more of a range of specified activities at one or more schools or institutions

This definition of a teacher can include people employed by a local authority to teach as a supply teacher in schools maintained by that authority but does not include people employed by private teacher supply agencies or private tutors

The definition of a teacher includes “unqualified” teachers who meet one or more of the descriptions set out in paragraphs 2 and 4 to 9 of schedule 2 in the Education (Specified Work) (England) Regulations 2012

Under this definition teachers are permitted to carry out ‘specified activity’, including:

- delivering lessons.
- assessing the development, progress and attainment of pupils

Please refer to these regulations for the full definition of ‘specified activity’.

Undertaking other ITT Courses, training schemes or programmes that lead to QTS

To be eligible for a training bursary, trainees must not simultaneously undertake any other:

- ITT course
- training programme leading to QTS

Admissions

Kingsbridge North West Teacher Training will make sure that those responsible for making decisions on bursary eligibility are familiar with, or have access to, advice on the range of qualifications generally regarded as equivalent to a first degree in the UK. This may include:

- overseas qualifications.
- professional or vocational qualifications.
- qualifications no longer available but held by mature applicants.

Kingsbridge North West Teacher Training are aware of the range of degrees awarded by UK institutions. In all cases, you’re responsible for deciding whether an individual’s highest relevant academic qualification meets the bursary eligibility criteria. This includes determining whether a particular qualification demonstrates the breadth and type of academic engagement that would be expected from a bachelor, master’s or doctoral degree.

You must keep an audit trail of how you assess equivalency. In determining equivalency you may:

- use internal colleagues, such as those in the relevant subject department.
- consult external organisations, such as the awarding body of the equivalent qualification.
- conduct a review of the course content or transcripts of the other qualification.

We reserve the right to request this information for assurance purposes and to ensure the robustness of your processes.

Where ITT providers lack the institutional experience to assess the validity of academic qualifications they should refer to the **UK Quality Code for Higher Education**.

For overseas qualifications, a Statement of Comparability from **UK ENIC** can be obtained to confirm equivalence to a British degree. However, the classification must be determined by professional assessment. Decisions must be based solely on the content of the qualification itself.

Teaching Outside of England after the award of QTS

ITT providers should seek assurances from trainees in receipt of a bursary that they intend to seek a teaching post in England upon successful completion of their course.

The DfE will collect data on trainees who are not domiciled in England and are accessing bursaries, and reserves the right to request further information from ITT providers with high levels of trainees who are domiciled outside of England.

Withdrawal from the Programme

A withdrawal is when a trainee who has started a course informs their provider they no longer wish to continue. A deferral is when a trainee who has started a course agrees with their provider for their course to be paused temporarily and confirms that they intend to return.

Eligible trainees who withdraw or defer from a course will be entitled to payment for each month up to and including the month in which they formally withdraw.

In the event of withdrawal or deferral, Kingsbridge SCITT will suspend all bursary payments to the trainee immediately. Kingsbridge will recover any overpayment of bursary from trainees.

Training bursary funding must not be paid:

- as part of maternity or paternity pay arrangements.
- during a period of unauthorised absence.

In the event that a trainee is absent through sickness, Kingsbridge North West Teacher Training may only make one further payment following the first day of absence. After this, the absence should be treated as a period of deferral and payments must stop with immediate effect. Payments will resume once the trainee returns and is actively engaged on the programme.

Returning Trainees

Trainees who defer and then re-join their original course, or take any advanced standing or credit to a new ITT course, will only be eligible to receive the remaining bursary award up to the value available in the year that started their original course. A bespoke payment schedule may be agreed for the remaining amount. If a trainee leaves one ITT course and joins a new one with no transfer of standing or credit from their previous course and is charged a new tuition fee, this is viewed as a new route to QTS, and they will be entitled to a new bursary, subject to eligibility criteria and rates.

Annex A: list of subject eligible for a bursary

The DfE provide bursaries in 2025-26 for the following ITT programmes:

- Art and design
- Biology
- Chemistry
- Computing
- Design and technology
- English
- Geography
- Languages (including ancient languages)
- Mathematics
- Music
- Physics
- Religious education

Appendix 1 - Confirmation of bursary eligibility



DATE

INSERT TRAINEE NAME
INSERT TRAINEE ADDRESS

Dear INSERT NAME,

Confirmation of Bursary Eligibility 2025-26

Following receipt of your completed Bursary Agreement, I am writing to confirm that you have been identified as entitled to an Initial Teacher Training (ITT) Bursary Award.

Trainees begin receiving eligible bursary payments automatically in 10 equal monthly instalments from **October 2025 to July 2026** (see policy - value and timing of training bursary payments).

Eligible ITT subjects (see annex 1 of the SCITT's Training Bursary Policy) sets out the training bursary rates for courses beginning in the **2025 to 2026** academic year and are made subject to the terms of the DfE's **2025-26** Initial Teacher Training bursaries funding manual.

The amount subject to assessing your UK academic qualifications are outlined within the policy.

As outlined in our policy, payments will be administered from October 2025 and conclude in July 2026.

If you withdraw from your ITT course or take a leave of absence you may have to repay a percentage of your bursary that you received in that academic year in line with the DfE's training bursaries funding manual.

Should you require any further information please do not hesitate to let me know 01254 686178 or email kingsbridge@atctrust.org.uk.

With my very best wishes,

Alaina Shawcross SCITT Administrator
*Kingsbridge North West Teacher Training for and on behalf of **Achievement Through Collaboration Trust***

Appendix 2 - Bursary Agreement - updated August 2025



I hereby acknowledge and agree to the terms and conditions governing the Initial Teacher Training (ITT) Bursary Award, as stipulated in Appendix 2 of the Bursary Agreement, updated June 2025.

By signing this declaration, I confirm my understanding and acceptance of the following obligations:

- To promptly notify Achievement through Collaboration Trust training as Kingsbridge North West Teacher Training of any alterations to my bank account or address details.
- To promptly inform Kingsbridge of any intent to withdraw from the course.
- To meet the eligibility criteria for student support, with the specific exceptions for Languages and Physics.
- To hold a UK first degree or its equivalent.
- To be enrolled in a qualifying postgraduate or undergraduate ITT course within England.
- To have received written confirmation of my course eligibility from my ITT provider.
- To adhere to all terms and conditions of the bursary scheme.
- To not possess, or be eligible for, Qualified Teacher Status (QTS).
- To not engage in paid teaching work while receiving the bursary.
- To not simultaneously undertake any other ITT course, training scheme, or program leading to QTS.
- To commit to seeking and accepting a teaching post in England upon successful completion of my course.

I understand that the processing and disbursement of initial teacher training bursaries will be conducted in accordance with the ITT funding manual for the 2025 to 2026 academic year. The awarded bursary level is contingent upon the subject I intend to teach and the grade of my highest academic qualification, not the subject of said qualification.

I authorise the payment of any Bursary Award due to me to the account specified below, effective until further notice. I reconfirm my intention to seek a teaching post in England upon the successful completion of this course.

Trainee Name	
Signed	
Date	

Account Name(s)	Bank / Building Society Sort Code
	-
Bank / Building Society Account Number	Building Society Roll Number

Name of Bank / Building Society Branch	Address of Bank / Building Society Branch

Declaration:

I hereby affirm that all information provided in this application form is accurate, complete, and truthful to the best of my knowledge. I understand that the provision of false or incomplete information may lead to the withdrawal of financial support. Furthermore, I acknowledge that should I have received financial support under false pretenses, I may be required to return said funds, and Kingsbridge North West Teacher Training reserves the right to report any suspected fraudulent activity to the relevant authorities.

I agree to abide by the Trainee Code of Conduct throughout the duration of my financial support. I understand that failure to meet the stipulated conditions regarding attendance, behavior, and punctuality may result in the cessation of my financial support. Kingsbridge North West Teacher Training explicitly reserves the right to withdraw bursary funding at any point, as outlined in the DfE Initial Teacher Training Bursaries Funding Manual.

I consent to the use of the information and evidence provided by me for the sole purpose of processing my application for financial support by Kingsbridge North West Teacher Training.

Data Protection - Privacy Notice:

As an educational establishment, Kingsbridge North West Teacher Training processes personal information under the legal basis of public tasks. The information furnished will be utilized exclusively for the stated purpose. Kingsbridge North West Teacher Training will share personal information with partner organizations solely for the purpose of facilitating electronic payments and providing related services on behalf of Kingsbridge North West Teacher Training. Personal information transferred to partner organizations will subsequently be subject to their respective Privacy Notices. Financial information will be retained for a period of seven (7) years, after which it will be securely destroyed. For comprehensive details regarding our data protection practices, please refer to the data protection pages on our website: <https://www.atctrust.org.uk/>