

**16-19 Financial Support
Policy and Procedure
2021/22**

16-19 Financial Support Policy and Procedure 2021/22

Date approved: 10.09.21
Approved by: SMT
Responsible Manager (s): Director for Students
Executive Lead: Vice Principal HE and Student Enhancement

Applicable to staff: Yes
Applicable to students: Yes
Accessible to students: Yes
Accessible to general public: Yes
(including clients)

Consultation

Consultation undertaken with:

- SMT Yes 10.09.2021
- AMT Yes 25.08.2021
- CCMT Yes 31.08.2021
- Students Yes 23.08.2021

Policy review frequency: normally annually

Contents

1. Scope and purpose of the policy
2. Policy statement
3. Procedure
4. Accountability
5. Student involvement
6. Linked policies
7. Linked procedures
8. Appendix A&B
9. EDI impact assessment

1. Scope and purpose of this policy and procedure

1.1 This policy and procedure applies to students who are aged 16+ but under 19 as of 31 August 2021 and continuers who were 16+ at the start of their programme. The scope of this policy extends to students who are aged 19-24 and on an Educational Health and Care Plan. This policy demonstrates how B&FC administers funds in accordance with regulatory guidelines.

2. Policy statement

2.1 The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to learning so they can access and remain in education. B&FC's policy on financial support funds is to follow the rules laid down by the regulator, Educational and Skills Funding Agency (ESFA)

2.2 B&FC is committed to ensuring that all eligible students are given the opportunity to appeal against a funding support decision if they can evidence that they have reasonable grounds to do so.

3. Procedure

3.1 The application process is identified in Appendix A

3.2 The eligibility criteria and types of support are identified in Appendix B

4. Accountability

4.1 The Director for Students is responsible for ensuring this policy and procedure is accessible and current.

4.2 If a student has a particular barrier to learning and requires financial support for something not listed in appendix B they should apply for funding through the Barriers to Learning scheme.

5. Student Involvement

5.1 The Student Union and elected representatives were consulted in the formation of this policy.

6. Linked policies

- 19+ ESFA Financial Support Policy 2020/21
- Advanced Learner Loan Financial Support Policy 2020/21
- Financial Support Appeals Policy and Procedure 2020/21

7. Linked procedures

- NA

8. Appendix A

- Applications details: <https://www.blackpool.ac.uk/support/financial-support-16-18s>

Or email

- SSfunds@blackpool.ac.uk

Appendix B

Eligibility and types of support

- To receive financial support students will normally have a minimum attendance of 90%.
- Students aged 19+ are only eligible to receive a discretionary bursary if they are continuing on a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).
- These two groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of 19+ continuers, this must be the same programme they started before they turned 19), as long as their eligibility continues and Blackpool and The Fylde College (B&FC) considers they need the support to continue their participation.
- This funding is restricted and cannot be guaranteed.

Type of support	What students may be eligible for	Eligibility requirements
Discretionary student support fund	<ul style="list-style-type: none">• Free Blackpool Transport (BT) for unlimited travel on BT bus or tram for those living 1.5 miles from main campus of study• Travel bursary of £60 month if student lives outside BT area• Taxi Support• Free bus covering travel from Poulton Le Fylde to Bispham campus, this is available to all students	<ul style="list-style-type: none">• Household income of less than £30,810 per year, evidenced by eligible benefit proof or proof of parent/carer income for 2021-22 (Exceptions may be considered on a case by case basis by VP Finance and Planning)• If student is unable to use BT as a result of LDD they may be eligible for Local Authority support in first instance. B&FC may consider applications for a taxi where evidence is provided through their latest disability benefit letter and

		household income is below £30,810
Free meal	Free daily lunch supplied as a voucher (hard copy or digital) redeemable at internal food outlets, and in some cases nominated external retail outlets	<ul style="list-style-type: none"> • Specific benefit evidence, defined by DfE. Full criteria here: https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year
Vulnerable bursary	<ul style="list-style-type: none"> • Up to £1,200 of support that can be used for free meals, BT, bursary paid every two weeks. 	<ul style="list-style-type: none"> • The bursary may be paid on a pro rata basis for courses shorter than 30 weeks. Only applies to students aged 16-18 for defined vulnerable groups as detailed below: • Young people in care • Care leavers • Receiving Income Support or Universal Credit because they are financially supporting themselves • Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or the equivalent Universal Credit in their own right • Unaccompanied asylum-seeking children are treated as looked after children and classed as being 'in care'
ESFA funded childcare (Care to Learn)	<ul style="list-style-type: none"> • Childcare costs up to £160 per child per week for students under 20 at the start of their course 	<ul style="list-style-type: none"> • Must be on a publicly funded course. https://www.gov.uk/care-to-learn
Residential support scheme	<ul style="list-style-type: none"> • Help towards cost of accommodation 	<ul style="list-style-type: none"> • Households must not be in receipt of Housing Benefit and must have an annual income of less than £30,993. The course must be more than either 15 miles away or a 2 hour round trip from home, not be available locally and is their

		<p>first full level 2 or 3 qualification.</p> <p>https://www.gov.uk/residential-supportscheme/residential-support-scheme</p>
--	--	--

9. Equality, diversity and inclusion impact assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability

Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working

<p>Title of Activity: 16-19 Financial Support policy</p> <p>Author and Date: Director for Students August 2021</p>	<p>New or Revision <input checked="" type="checkbox"/></p> <p>Expected Implementation Date: September 2021 What is the anticipated review date? May 2022 Normally annually</p>
<p>Equality, diversity and inclusion</p> <p>Which of the characteristics may be impacted upon? And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>None</p>
<p>Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Health and Safety : Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk?</p>	<p>High Medium <input checked="" type="checkbox"/> Low</p>