

## **16-19 Financial Support Policy and Procedure (student)**

Date approved: 15.07.22  
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 15.07.22
- AMT Yes 24.05.22
- CCMT Yes 24.05.22
- Students Yes 20.05.22

**Policy review frequency:** normally annually

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## **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 2022 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 follows the rules laid down by the regulator, Education 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+ Financial Support Policy (student)
- Advanced Learner Loan Financial Support Policy (student)
- Financial Support Appeals Policy and Procedure (student and apprentice)

## **7. Linked procedures**

- NA

## 8. Appendix A

- Applications details: <https://www.blackpool.ac.uk/financial-support-16-18s> Or email [SSfunds@blackpool.ac.uk](mailto:SSfunds@blackpool.ac.uk)

## Appendix B

### Eligibility and types of support

- To receive financial support students will normally have a minimum attendance of 90%, this includes attendance to online sessions.
- 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 on 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, based on need, subject to eligibility test 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"><li>• Free Blackpool Transport (BT) for unlimited travel on BT bus or tram for those living 1.5 miles from main campus of study</li><li>• Travel bursary of £60 month if student lives outside BT area</li><li>• Taxi Support</li><li>• Free bus covering travel from Poulton Le Fylde to Bispham campus, this is available to all students</li></ul>	<ul style="list-style-type: none"><li>• Household income of less than £30,810 per year, evidenced by eligible benefit proof or proof of parent/carer income for 2022-23 (Exceptions may be considered on a case by case basis by VP Finance and Planning)</li><li>• If a student is unable to use BT as a result of a specified need they may be eligible for Local Authority support in the first instance. B&amp;FC may consider applications for a taxi where evidence is provided through their latest disability benefit letter and household income is below £30,810</li></ul>

Free meal(s)	Free daily 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"> <li>• Specific benefit evidence, defined by DfE. Full criteria here:  <a href="https://www.gov.uk/government/publications/free-meals-in-further-education-funded-institutions-guide-2022-to-2023-academic-year/free-meals-in-further-education-funded-institutions#:~:text=A%20student%20must%20be%20aged,%20or%20have%20an%20EHCP.">https://www.gov.uk/government/publications/free-meals-in-further-education-funded-institutions-guide-2022-to-2023-academic-year/free-meals-in-further-education-funded-institutions#:~:text=A%20student%20must%20be%20aged,%20or%20have%20an%20EHCP.</a> </li> </ul>
Vulnerable bursary	Up to £1,200 of support that can be used for free meals, travel costs. This bursary is normally paid every two weeks.	<ul style="list-style-type: none"> <li>• 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, and with a financial need Examples include:</li> <li>• Young people in care</li> <li>• Care leavers</li> <li>• Receiving Income Support or Universal Credit because they are financially supporting themselves and can provide evidence of a tenancy agreement or utility bill in their own name</li> <li>• 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</li> <li>• Unaccompanied asylum-seeking children are treated as looked after children and classed as being 'in care'</li> </ul>
ESFA funded childcare (Care to Learn)	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"> <li>• Must be on a publicly funded course.  <a href="https://www.gov.uk/care-to-learn">https://www.gov.uk/care-to-learn</a> </li> </ul>

Residential support scheme	Help towards cost of accommodation	<ul style="list-style-type: none"><li>• 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 first full level 2 or level 3 qualification</li></ul> <p><a href="https://www.gov.uk/residential-supportscheme/residential-support-scheme">https://www.gov.uk/residential-supportscheme/residential-support-scheme</a></p>
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## 9. Equality, diversity and inclusion impact assessment

<b>Impact Assessment for the 4 strands of Equality and Inclusion, Safeguarding, Health and Safety and Sustainability</b>	
<b>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</b>	
Title of Activity: 16-19 Financial Support policy  Author and Date: Director for Students May 2022	New or <input checked="" type="checkbox"/> Revision  Expected Implementation Date: August 2022  What is the anticipated review date? May 2023 Normally annually
<b>Equality, diversity and inclusion</b>  Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None: This policy explicitly foregrounds inclusion
<b>Safeguarding:</b> 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?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Benefits clearly outweigh risk
<b>Health and Safety :</b> Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> All associated risks considered and mitigations in place
<b>Sustainability:</b> Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Evidence:</b>  What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Access to learning and the removal of barriers is the principal that sits behind this policy
Is this policy of a high/medium or low risk?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input checked="" type="checkbox"/>