

**16-19 BURSARY FUND FINANCIAL
SUPPORT POLICY FOR 2018/19**

16-19 BURSARY FUND FINANCIAL SUPPORT POLICY FOR 2018/19

Date approved: 25 May 2018
 Approved by: SMT
 Responsible Manager (s): Director of Stakeholder Engagement
 Executive Lead: Vice Principal Higher Education and Student Enhancement

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

Consultation

Consultation undertaken with: _____ Date: _____

- | | | |
|--|---------|----------|
| • SMT | Yes/No* | May 2018 |
| • AMT | Yes/No* | May 2018 |
| • CCMT | Yes/No* | May 2018 |
| • Students | Yes/No* | |
| • Employee representatives (<i>HR policies only</i>) | NA* | |
| • Other | NA* | |

** please delete as appropriate*

Policy review frequency, normally: **annually**

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1. Scope and purpose of policy

This policy applies to students who are aged 16 or over but under 19 at 31 August 2018. Students aged 19 to 24 with an Education, Health and Care Plan (EHCP) and 19 plus students who are continuing on the same qualification and study programme they started when they were 16-18 (19+ continuers) are also eligible. All students must be taking part in a full-time course that is funded directly by the Education and Skills Funding Agency (ESFA), a course funded or co-funded by the European Social Fund (ESF) or a 16-19 traineeship programme. Students must also meet residency criteria set out in the ESFA Funding regulations. Students should apply as early as possible as funding is allocated on a first-come-first-served basis. Funding should not be assumed and cannot be guaranteed.

B&FC complies with the requirements of the Equality Act 2010 when setting the criteria for financial support and do not discriminate against students, either directly or indirectly, because of their protected characteristics.

The purpose of this policy is to show how the College meets the requirements of the 16-19 Bursary Fund and demonstrates how the funding provided is used to support eligible students.

2. Policy statement

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can access and remain in education. This policy demonstrates how the College works within ESFA guidelines to administer funds from the 16-19 Bursary Funds to support eligible students.

The support for eligible students is set out below:

Type of support	What students can get	Eligibility requirements
Discretionary Student Support (B&FC & Lytham Sixth Form College*)	<ul style="list-style-type: none"> • Free Blackpool Transport smart card for unlimited travel on any Blackpool Transport bus or tram for students who live 1.5 miles away or more from the campus which they attend • A free dedicated college bus to cover South Fylde • A travel bursary of £60 per month if student lives outside of the Blackpool Transport area • Taxi support 	<p>Household income less than £30,810 per year as evidenced by eligible benefit evidence or proof of parent/carer income for 2018/19</p> <p>If a student is unable to use public transport as a result of a learning difficulty or disability, they should check if they are eligible for support via their Local Authority in the first instance. We can consider applications for taxi support where we have evidence of the student's disability ie their latest disability benefit letter and evidence that household income is less than £30,810</p>
Free Meals (B&FC & Lytham Sixth Form College)	<p>A free daily lunch at College</p>	<p>Specific benefit evidence as set out by the government to show unemployment or very low household income.</p> <p>For the criteria please see the direct.gov website here</p>

Guaranteed Bursary (B&FC & Lytham Sixth Form College)	<p>Up to £1,200 of support that can be used for:</p> <ul style="list-style-type: none"> • Free meals • A bursary paid every two weeks • A Blackpool Transport smart card 	<p>The bursary may be reduced or not payable for courses shorter than 30 weeks. Only applies to students aged 16-18 For defined vulnerable groups as detailed below:</p> <ul style="list-style-type: none"> • 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) (B&FC & Lytham Sixth Form College)	<p>Help with the cost of childcare up to a maximum of £160 per child per week. Students must be aged under 20 at the start of their course</p>	<p>Must be on a publicly funded course. Apply online at https://www.gov.uk/care-to-learn</p>
Residential Support Scheme	<p>Help towards the cost of accommodation</p>	<p>Eligibility rules apply which can be found at https://www.gov.uk/residential-support-scheme/residential-support-scheme The course must be more than either 15 miles away or a 2 hour round trip from home and not be available locally.</p>
Termly Bursary Lytham Sixth Form College only	<p>*Students at Lytham Sixth Form College can choose to have travel support as detailed above or a termly bursary of £125 per term</p>	<p>Household income less than £30,810 per year as evidenced by eligible benefit evidence or proof of parent/carer income for 2018/19</p>

3. Accountability

The Director of Stakeholder Engagement is responsible for ensuring this policy is adopted and kept current

4. Student Involvement

This policy refers to and has a direct impact on students as it details what financial support they may be eligible for, however they are not directly involved in it. B&FC manages a comprehensive communications plan to ensure all students receive digital, print and face to face advice on their eligibility.

5. Linked policies

NA

6. Linked procedures

NA

7. Equality 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 of Stakeholder Engagement, May 2018</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: June 2018</p> <p>What is the review date? May 2019</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>