

POLICY/PROCEDURE: STUDENT SUPPORT POLICY FOR 16-18 ESFA STUDENTS

Approval required by:	SMT	Y	Governing Body	Y
SMT Lead:	Deputy Principal Culture, Place & Communities			
Responsible Manager:	Assistant Principal Students			
Date approved:	March 2023			
Date to be reviewed:	March 2024			

Relevant to:	Students	Y	Staff	Y
	Visitors	N	ITS	Y
Relevant to:	All students	N		
	16-18 Vocational	Y	Sixth Form	Y
	Higher Education	N	Adults	N
	Apprenticeships	Y	14-16	N
	Other	Y	
Relevant to:	All staff	Y		
	Board	Y	SPH	Y
	Managers	Y		
	Teaching staff	Y	Support staff	Y

Accessible to	Students	Y	Staff	Y
Friendly version	Students	Y	Staff	Y

EQIA required	Y
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Significant changes to policy

 None

Impact of changes

 None

SCOPE AND PURPOSE

This policy details how Barnsley College and ITS (“the College”) will offer financial support to students aged 16 to 18 through the Student Support Fund (SSF).

Three separate funds are available to students aged 16 to 18:

- Enhanced Bursary.
- 16 -18 Student Support Fund.
- Care to Learn.

ENHANCED BURSARY

Young people in care, care leavers and those receiving income support/UC in replacement of Income Support or ESA and PIP together (in their own right) aged 16 to 18 will be eligible for Learner Support Funds to cover the associated costs of studying, including travel, food and any essential equipment.

Students in receipt of the Enhanced Bursary will only be eligible for other financial support in exceptional circumstances.

FE 16 -18 Student Support Fund

Students must be enrolled and funded directly by the Education Funding Agency and 16 or over on 31 August 2023. Students aged 19 who are continuing on the same programme of learning before they turned 19 or those with an EHCP are eligible for the discretionary fund. Where a young person turns 19 during their programme of study, they can be supported to the end of the academic year in which they turn 19. Please see Appendix A for eligibility details.

A maximum of 10% of the overall budget will be held centrally to support students who experience sudden, unavoidable and extreme hardship e.g. homelessness.

Care to Learn

Childcare support is available for students aged under 20. Students must apply for childcare funding direct through the Care to Learn Scheme online application portal. The funds are paid directly to the childcare provider.

Application Process

Any students wishing to apply for financial support need to complete an application form and produce proof of household income.

Proof of household income can be evidenced through:

- Working Child Tax Credit Letter (current).
- Benefit Letters.
- Wage slips for last three months.
- Self-assessment tax calculation or certified accounts.
- Universal Credit letter (current).

Confirmation of the award will be sent in writing within 10 working days upon a student having successfully evidenced the criteria above.

Allocations for subsistence will be paid directly onto student ID cards using the cashless vending process.

Equipment and clothing will be provided at the start of the study programme but must be returned to the college if a student leaves before the end of their programme.

Payments will be made in the form of direct payments into student bank accounts, cashless cards, high street vouchers, bus passes or internal payments for essential course related equipment and trips.

Work Based Learners (Apprentices)

Work based learners are not eligible for the Student Support Funds. Apprentices experiencing hardship are advised to contact Student Services.

Appeals

Students have the right to appeal against a decision made by the financial assessment team. Appeal forms are available from Student Services and must be returned to the Head of Student Services.

EQUALITY & DIVERSITY

An Equality Impact Assessment for this policy (EIA) is available on request.

Students aged 14-16 will not be funded through the Education & Skills Funding Agency (ESFA) but will instead receive funding from the college. However, all assessments will be made in line with this policy.

LOCATION AND ACCESS TO THIS POLICY

This policy is available on the college's intranet.

