



**KING  
GEORGE V  
COLLEGE**

# 16-19 Bursary Fund and Free Meals Policy and Procedures 2018-19

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## 1. Policy Statement

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1.1 Southport College and King George V College, hence known forthwith as “the College”, are committed to distributing the 16-19 Bursary Fund in a fair and consistent way in line with Education and Skills Funding Authority (ESFA) guidance. Funding will be used to help support those young people who face the greatest barriers to continuing in education or training.

## 2. Scope

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- 2.1 This policy applies to eligible students, aged 16-18, on ESFA funded programmes.
- 2.2 Students aged over 19 can apply for the bursary if they have an Education, Health and Care Plan (EHCP) or are continuing on a course they started aged between 16 and 18 (a ‘19+ continuer’).
- 2.3 This policy also applies to all staff involved in the administration of the 16-19 Bursary Fund and Free Meals.

## 3. 16-19 Bursary Fund

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### 3.1 Overview

- 3.1.1 The 16-19 Bursary fund is split into three elements:
- 16-19 Vulnerable Students Bursary (to the value of £1,200) and
  - Free Meals
  - Discretionary awards
- 3.1.2 If a student’s circumstances change during the year the 16-19 bursary can be awarded on a pro-rata basis.

### 3.2 Vulnerable Students Bursary (16-19)

- 3.2.1 Students who fall into the following categories will be able to receive a bursary to the value of £1,200. This can be made up of financial support, bus passes, funds for kits / uniforms and for compulsory trips. To qualify students must be under 19 on the 31<sup>st</sup> August 2018 and be on a study programme at Southport College. In addition they must fall into one of the following groups;
- Young people in care, care leavers
  - Young People in receipt of income support (or Universal credit)
  - Disabled young people in receipt of Employment Support Allowance who also receive Disability Living Allowance (or Personal Independence Payments)
- 3.2.2 Each request for financial support will be assessed individually.
- 3.2.3 For students eligible for the 16-19 Vulnerable Students Bursary, requests for travel passes, kits / uniforms, statutory free meals and trips will be assessed first. The remaining funds from the £1,200 will be divided into 5 half-termly payments.
- 3.2.4 Payments for these will be made dependent on the student’s attendance for the previous half term. Discretion can be given for students with absences by linking with the tutors and checks to Pro monitor comments. Payments to students will be made by BACS where possible:
- 90% attendance or above – full amount payable
  - 75 – 89% attendance – 50% of half-termly allocation to be paid
  - Below 75% - no funds to be paid

### 3.3 Free Meals

- 3.3.1 Students must be aged between 16 and 18 on 31<sup>st</sup> August 2018 to be eligible for a free meal in the 2018 to 2019 academic year. Students who turn 19 during their course remain eligible for free meals until the end of the academic year in which they turn 19 or to their end of course, whichever is sooner.
- 3.3.2 Students in receipt of or having parents who are in receipt of, one or more of the following benefits may be eligible:
- Income support
  - Income based Jobseekers Allowance
  - Income related Employment and Support Allowance (ESA)
  - Support under the VI of the Immigration and Asylum Act 1999
  - The guarantee element of State Pension Credit
  - Child Tax Credit (**provided they are not entitled to Working Tax Credit**) and have an annual gross income of no more than £16,190 as assessed by HRMC
  - Working Tax Credit\* run-on – paid 4 weeks after you stop qualifying for Working Tax Credit during the initial roll out of the benefit, Universal Credit as assessed by DWP.
- 3.3.3 Students aged 19-24 who are subject to an Education Health and Care Plan (EHCP) are entitled to a free meal while attending their provision if they meet the eligibility criteria.
- 3.3.4 Students aged over 19 who are continuing on the same study programme (19+ continuers) are eligible for a free meal if they started before they turned 19, are eligible and all other scheme criteria is met.
- 3.3.5 Students in receipt of the £1200 bursary may be entitled to Free Meals.

### 3.4 Discretionary Awards

- 3.4.1 For those students who do not meet the eligibility criteria above, but are facing financial hardship, they will be able to apply to the discretionary fund for help towards funds for kits / uniforms, compulsory trips, University trips, UCAS fees, DBS (including portable DBS costs) or other course related costs, to a maximum of £300 per academic year or £400 per year for students on Hair and Beauty courses. Students will need to provide evidence to support their request e.g. College order forms for kits, signed book lists from course tutors.
- 3.4.2 To qualify students must be under 19 on the 31<sup>st</sup> August 2018 and be on a study programme at Southport College. Students must have a household income of less than £16,190 as assessed by HMRC, or the family must be in receipt of a means-tested benefit.
- 3.4.3 For students who do not meet these criteria but are facing financial hardship they will need to have a meeting with an advisor to discuss their individual circumstances. In these circumstances awards will be made at the discretion of the Head of Central Services.
- 3.4.4 For both elements of the fund students cannot apply for funding towards the following:
- Fees for replacement passes
  - Leisure classes
  - Students cannot double claim funding e.g. childcare fees
  - Parking
  - Travel (with the exception of those listed below)
- 3.4.5 All students aged 19 or over who have an Education, Health and Care Plan (EHCP) are eligible to apply for discretionary bursary funding if all other scheme criteria are met.
- 3.4.6 Students aged over 19 who are continuing on the same study programme (19+ continuers) if they started before they turned 19 are eligible if they meet all other scheme criteria.

- 3.4.7 For 2<sup>nd</sup> year continuers who are based at the KGV College only please see Appendix 1 KGV Bursary Fund Guidance Notes (Transitional Arrangements).

## 4. Travel Passes

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- 4.1 For those who live more than 2 1 mile but less than 3 miles away from College and whose household income is less than £35,000 or in receipt of a means tested benefit this will be funded from the Bursary Fund.
- 4.2 For those students who live over 3 miles away but whose household income is above the threshold above and are not in receipt of means tested benefits, for 2018/2019, College will subsidise the cost of the travel pass.
- 4.3 For those students in receipt of the £1,200 bursary, part of their award will be used to cover the full cost of the pass.
- 4.4 Distances must be the shortest walking distance, measured by Google maps.
- 4.5 For full time students who live outside of the areas where passes are available the College operates subsidised travel costs fund for students.
- 4.6 For full details of College Travel Passes and Travel Fund please see ***'Travel Passes & Funds – Policy and Procedures'***.

## 5. Childcare (Care to Learn)

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- 5.1 The 16-19 Bursary fund and Discretionary awards cannot be used to fund childcare. Students under the age of 20 on the day their course starts, should apply for funding through Care to Learn. The fund can help support childcare costs whilst studying or on placement, childcare travel costs and fees to retain childcare places during half terms. Students can be supported through the application process by the Student Information Team within the Student Information Centre.

## 6. Application Process and Documentary Evidence

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- 6.1 The application process for funds will be open throughout the summer and during September. All applications will be considered based on the funding available. Any applications outside of this period will need to take into consideration students' circumstances and level of funds remaining.
- 6.2 For both aspects of 16-19 funding, including applications for travel passes, students must complete an application form. Documentary evidence is required to make an assessment of income and / or identification of being in a priority group (as laid down in the ESFA guidance). This could be pay slips, P60, proof of earning for self-employment, bank statements, Tax Credit Award Notice, Universal Credit, proof of benefits (letters from DWP / Job Centre) this list not exhaustive. In the case of young people in care/care leavers they will need a letter of confirmation from the local authority.
- 6.3 The 'application date' will be the date the completed form is received along with all relevant documentation.

## 7. Exemptions

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7.1 Students in the following categories are not eligible for 16-19 bursaries or discretionary awards:

- Young people on Higher Education Courses
- Young people on Waged Apprenticeships
- Young people in prison or a young offender institution or who have been released on temporary licence e.g. day release.

## 8. Residency Eligibility Criteria

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8.1 Young people must satisfy the residency criteria as set out in the ESFA 2018/19: Funding Regulations for post 16 provision. This document can be downloaded from the ESFA website.

## 9. Hardship Funds (Emergency Funds)

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9.1 Hardship funds are one off payments for students who are facing extreme crisis e.g. Homelessness, sudden change in domestic circumstances and need for food, travel, clothing (this list is not exhaustive). These funds are primarily allocated by the Head of Central Services /Advice & Guidance Officer to enable any other necessary support to be accessed or arranged.

## 10. Vulnerable Learners

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10.1 Students who are identified as Vulnerable Learners should direct any requests regarding funding to the Head of Central Services or in her absence the Advice and Guidance Officer. Allocations are tailored to individual needs. In some cases carers and social workers are involved in establishing the most appropriate way of getting the funding to the young person in conjunction with the Safeguarding Officers and/or Head of Central Services.

## 11. Appeals

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12.1 Any student, who is dissatisfied with the decision made regarding the allocation of funds, may appeal in writing to the Head of Central Services within 15 term time days of receipt of letter.

12.2 The Appeals Panel will be made of a member of the College Executive team and 2 managers.

12.3 The Head of Central Services or Student Finance Administrator will present the information to the panel.

12.4 The student will be informed of the decision of the Panel within 10 term time days of receipt of the letter of appeal.

## 12. Essential Elements

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12.1 This policy and procedures will operate as a transparent, consistent system, with clear criteria for eligibility, allowing funds to be targeted at those students in financial hardship within the EFA guidelines. This is ensured by:

- Procedures / guidelines for staff, updated annually
- Staff training and development meetings

12.2 A variety of methods will be used to publicise the availability of funds, including the application procedure and appeals procedure. These include:

- Financial information booklet – updated annually, available on line and within the Student Information Centre
- Face to face guidance via the Student Information Centre or by email at and via [guidance@southport.ac.uk](mailto:guidance@southport.ac.uk)
- Admissions / offer letters
- Information from admissions tutors at interview
- Information at the point of enrolment
- Information at Induction Fair
- Posters and LCD information advertising funds
- College web page
- VLE - Moodle

12.3 To ensure all information is correct the Student Funding Administrator will liaise with:

- Head of Department to provide the Advice and Guidance Officer with standard kit lists/ compulsory trip costs / materials and equipment lists;
- Tutors to email the agreement of additional funding to the Advice and Guidance Officer for standard items i.e. individual kits items, course books;
- Tutors to check attendance and review any valid reason for poor attendance.

## 13. Monitoring effectiveness

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14.1 Twice termly updates will be provided to the College Executive Team. An annual report to CET, Corporation and Equality and Diversity Committee will report on funds spent and identify links between financial support and retention and achievement.

14.2 Where additional funds become available part way through a year, the policy will be reviewed to ensure the available funds are targeted appropriately.

## 14. Data Collection and Protection

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15.1 All documents are held for the assessment of eligibility to the fund and audit purposes only. All information will be stored securely and treated sensitively. All documents will be kept for 6 years.

15.2 The College will comply with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) by ensuring that personal data collected in relation to this policy is:

- Collected and processed lawfully, fairly and transparently for only specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving purposes in the public interest, research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, updated and relevant and not excessive for the purposes it was collected.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. Including not being transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Personal data may be stored for

longer periods solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

## 15. Confidentiality

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16.1 The Data Protection Act and GDPR are not only restrictions on disclosure of information about the College, they are bound by a common law duty of confidentiality. This duty prevents the College from releasing information about students or other stakeholders, without their consent. This duty applies to manual records as well as information held on computers.

16.2 Information which must be treated as confidential includes the names and addresses of students and any other information about them which is not publicly known, i.e. “personal data”. Accordingly, to ensure that the College does not breach its duty, no information, even if it only exists in printed form, should be disclosed unless all the relevant procedures have been followed.

## 16. Administration of the Fund

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16.1 Administration of the fund is capped at 5% of the value of the spend.

## 17. Policy Update

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17.1 The procedures will be reviewed annually in line with the release of the ESFA Guidance and are the responsibility of the Head of Central Services.

## 18. Other Sources of Funding

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18.1 The College operates or has links to a number of other sources of funding. For further details of any of the funds listed below please contact the Student Information Centre:

- Travel Passes & Funds Policy and Procedures
- 19+ Learner Support Fund (Including 20+ Childcare funding) Fund Policy and Procedures
- Advanced Learner Loans Bursary Fund Policy and Procedures
- Hardship Fund
- Care to Learn
- Professional and Career Development Loan
- Support via Student Loans Company (HE Students)
- Disabled Student Allowance (HE Students)

## 19. Other Relevant Documents

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20.1 The following College documents provide links to this policy:

- Attendance Policy
- Maintaining Student Responsibility (Academic Procedures)
- Equality and Diversity Policy



## Appendix 1: KGV Bursary Fund 2018/2019 (2nd year continuers only)

### 1. KGV Bursary Fund Summary (KGV 2<sup>nd</sup> year continuers only)

The 16-19 Bursary Fund (KGV) provides support to students facing financial hardship and helps them stay in full-time education. This fund is for second year continuing students only. King George V College has been given an allocation to administer and, apart from mandatory payments to some of the most vulnerable groups of students, the distribution of the Bursary Fund is wholly at the discretion of the College.

### 2. Eligibility criteria

To be eligible to receive a discretionary bursary in the 2018/19 academic year, the student must be aged 16 or over but under 19 at 31 August 2018 and be a second year continuer at KGV site only.

Students aged 19 or over are only eligible to receive a discretionary bursary if they:

- Are continuing on a study programme they began aged 16-18 (19+continuers) or
- Have an Education, Health and Care Plan (EHCP)
- Second year continuer at KGV only

A Bursary of **£400 per year** will be paid to students who:

- Live in a household where total income was below £21,000 for the tax year 2017-18
- Live in households in receipt of state benefits for the tax year 2017-18

Students who are eligible to receive a Guaranteed Bursary will not be entitled to receive a Mainstream Bursary as well.

Students in receipt of either the Guaranteed or Discretionary Bursary may also be eligible for assistance with College trips and other educational expenses at the discretion of College.

#### 2.1 Residency

In order to be entitled for a Bursary award or a Free School Meal students must satisfy one of the residency criteria listed below.

Category	Criteria
A	I am a British Citizen and have lived in the UK for at least three years prior to the start of my learning programme.
B	I have 'settled status'* and have been ordinarily resident in the UK for at least three years prior to the start of my learning programme. <i>*'Settled Status' means having either indefinite leave to enter or remain or having the right of abode in the UK.</i>
C	I am a national of an EU Country or child of an EU National and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to the start of my learning programme.
D	I am the child of an EEA migrant worker <i>or</i> the child of a Swiss national <i>or</i> the child of a Turkish Migrant Worker and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to the start of my learning programme.
E	I am the child of a refugee who has been granted Humanitarian protection, or have temporary EU protection.
F	I do not meet any of the above criteria.

### 3. Attendance Criteria

With the exception of the first Bursary payment of the academic year, Bursary payments are based on **attendance and punctuality levels achieved during the previous half term**. Each payment of all bursaries is subject to at least **95% attendance and punctuality** being met in all timetabled lessons during that period.

**If attendance and punctuality falls below 95% in the preceding half-term, payment of the Guaranteed or Mainstream Bursary will be withheld.**

Students are advised to check their attendance via ProPortal on a regular basis and to contact their Progress Coach should there be any errors.

### 4. Payment Frequency

All Bursary payments will be paid half-termly in advance.

Due to the volume of applications we are anticipating at the start of the year, we will not be able to make the payment for the first half-term at the start of September. It is likely that we will make several payments during September in order to ensure that those who have applied early (and completed their application form correctly) are not kept waiting.

The first half termly payment will be £100 for Mainstream Bursary students and £300 for Guaranteed Bursary students. Half termly payments thereafter will be £60 for Mainstream Bursary students and £180 for Guaranteed Bursary students.

Assuming attendance and punctuality criteria are met, further payment dates will be as follows:

Term 1:

Term 2:

Term 3:

### 5. Payment Method

All payments will be made by automatic bank transfer ('BACS'). All students who successfully apply for a bursary must have a bank account in their own name.

**No payments will be made by cheque or into another person's bank account.**

### 6. Free School Meals: Eligibility

Students must be aged between 16 and 18 on 31 August 2018 to be eligible for a free meal in the 2018-19 academic year. Students who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is sooner.

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the student being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support (IS)
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)

- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (UC)

## 7. Travel Arrangements

For travel pass queries please contact us on 01704 530601 for further information and an application form.

## 8. Application Process

You are advised to complete the application form as accurately as possible, and to provide full documentary evidence of income/benefits as indicated on the application form to ensure that the assessment of your application is not delayed. Applications missing documentary evidence will be returned.

In order to receive a bursary for the full academic year, you will need to submit your application by **Friday 21<sup>st</sup> September 2018**. Payments cannot be back-dated.

Applications received after the above date will be considered but payment cannot be guaranteed. The bursary is a limited fund and is allocated on a first come, first served basis.

Please note; you do not need to re-apply for the Bursary in each half-term. Provided you meet the attendance and punctuality criteria, payments will be made automatically into your bank account.

**You do not have to wait until the start of term to submit your application form**; in fact, we would prefer you to submit it to us as soon as possible. We can then check and assess your claim, but will not make any payments until after you enrol at College.

## 9. Appeals Process

Any student, who is dissatisfied with the decision made regarding the allocation of funds, may appeal in writing to the Head of Central Services within 15 term time days of receipt of letter.

The Appeals Panel will be made of a member of the College Executive team and 2 managers.

The Head of Central Services or Student Finance Administrator will present the information to the panel.

The student will be informed of the decision of the Panel within 10 term time days of receipt of the letter of appeal.

## 10. Further Help and Guidance

If you require further help or advice from the College, please e-mail [bursary@kgv.ac.uk](mailto:bursary@kgv.ac.uk) and we will respond to your enquiry as soon as possible. Face to face guidance will be available during enrolment and via the Student Information Centre.