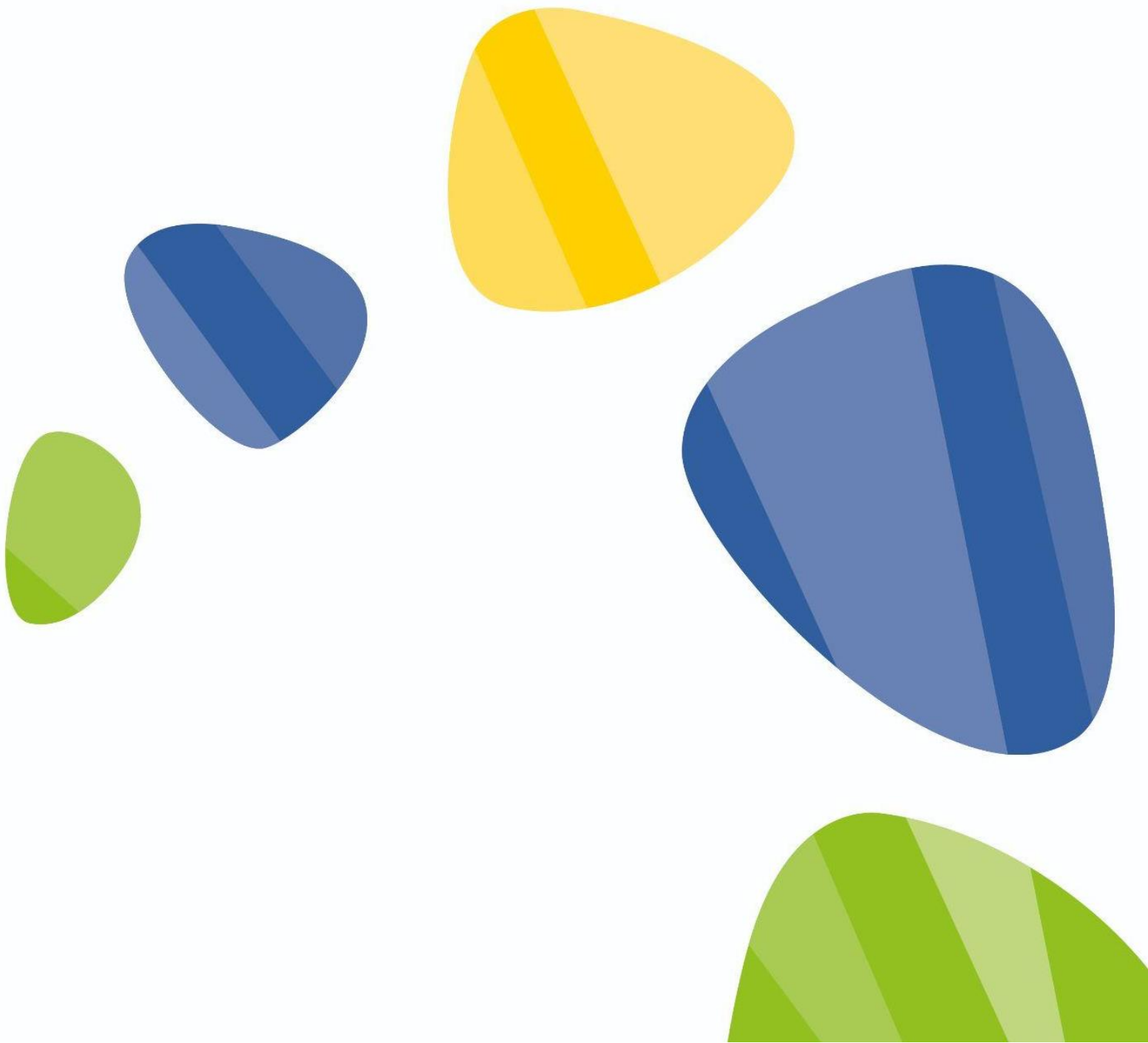




Bursary & Free Meals in FE Policy



About this document:

Purpose & Scope:

This policy sets out the financial support available in 2024/25; the eligibility criteria and the conditions for continuous receipt of Bursary support for students attending Creating Tomorrow College

Complied by: Asia Malinowska	Date: September 2024
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Wellbeing in our Trust

We may all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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Induction and Overview

Bursaries are designed to help eligible students aged 16-24 who have an EHCP and / or from low-income households to meet the costs incurred in attending and actively participating in college and undertaking all compulsory elements of a study programme.

Creating Tomorrow College administers the Bursary Fund awarded within the Education Skills Funding Agency's (EFA) 16-19 Bursary Fund Guidelines. For more information you can visit: www.gov.uk/1619-bursary-fund

The bursaries available include a bursary of up to £1,200 a year made available to the most vulnerable young people and also a discretionary fund for schools, academies and colleges to distribute. Each institution can set its own eligibility criteria for the discretionary bursaries and the terms and conditions under which it is awarded.

Creating Tomorrow College has clear and transparent processes including an appeals procedure.

Bursary Categories

Two types of bursary are available to young people aged 16-24:

Vulnerable Young People Bursary

A bursary of up to £1,200, is available to students who are aged under 19 on the 31st August 2024 and who also fit one of the criteria below:

- In Local Authority care or have left care.
- In receipt of Income Support in their own name
- In receipt of Universal Credit in their own name.
- Receive both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own name.

Evidence to support the application will be needed such as:

- A letter setting out the benefit to which the young person is entitled.

- Written confirmation (letter or email) of current/previous 'Looked After' status from the relevant Local Authority.
- Leaving Care Review Document.

Discretionary Bursary

This bursary is awarded to meet individual needs / circumstances and covers the costs associated with attending and participating in College life and undertaking all compulsory elements of a study programme.

To qualify for this bursary, students must be from a household with an income of less than £35,000 or in receipt of a means-tested benefit. However, all applications from outside of these guidelines will be considered to allow some flexibility on individual circumstances.

Residency requirement: Must have resided legally in the UK/EU/EEA for at least three years before the study programme start date.

In addition to the above bursaries the following is also available:

Childcare Support

Students under 20 with children can apply for childcare support through Care to Learn (C2L), covering up to £180 per week per child if the provider is Ofsted-registered.

Bursary Payments

Applicants must be under 25 on 31st August 2024 and should be from a household with an income below £35,000.

- Evidence of meeting the criteria must accompany the application such as:
 - P60 from the latest tax year (or the most recent three payslips)
 - Tax return from latest tax year (if any member of the household is self-employed) or an accountant's letter confirming annual income.
 - Award letter for any other benefits e.g. tax credits

The College will award funds broadly under the following categories relating to essential costs to enable student's participation in their Study Programme):

- Clothing (PPE or uniforms), books and course equipment
- DBS costs
- Essential trips/visits
- Work Experience or Work placement related costs
- Transport (not replacing the local authority statutory transport duty)

Free Meals in FE

Rst č dt šr oē žkavh 3 anpž āt p žpvlj žwžk njā d dltg hā kd anprt ā rlt h dč lj džk anpšgd č žvr šgdwžšsd č anjkdz d. Rē ā rlt h dč lj džk ū hkā d žū žpč dč žš £2.53 ödplj džkžt č h lj njš apē lj ršžt ael ū hkpžšsd šnjkt t aej öpnjhmj .

Šgd rd žpd šžp dšdč žš č h žč ūžt šž3 dč rst č dt šr. "Č h žč ūžt šž3 dč" h č dz t dč žr rst č dt šr h paelřš nē njpžžūh 3 öžpdt šr ū gnjžpd h paelřš nē nj d np lj njd nēšgd anjknj h 3 ādt dz šr:

- H aelj d Rē öönjs
- H aelj d-āžrdč Ī nā rddj dpr hknj žt ael
- H aelj d-pdžšsdč Dlj öknjvj dt š žt č Rē öönjs hknj žt ael (DR)
- Rē öönjs t t č dpöžps Ūhššgd Hlj lj hž pžšmj žt č rvkt lj aš1999.
- Šgd 3 t žpžt šdd dldlj dt š nē Ršžšd Ödt r hmj Apdč šs
- Ag hč ŠžwApdč šs (öpnjč dč šgdwžšpd t nš dt šškdč šnjū nj h 3 ŠžwApdč šs žt č gžūd žt žt t žk3 mj r h aelj d nēl njlj njd šgžt £16,190 žr žrrdr dč äwgdplj židršwr Pdudt t d žt č Aē rsnlj r GLJPA
- Ū nj h 3 ŠžwApdč šs Pt t -nj öžč anp4 ū ddj r žšdprnlj dnj d ršpř oē žkavh 3 anpū nj h 3 ŠžwApdč šs.
- T t hdp žkApdč šs ū šg t dš džp h 3 r t nš dvædč h 3 šgd doē huzlč t nē £7,400 öž (žšdpšžwžt č t nš h aē č h 3 žt wā dt dz šr) šnjā d žkžt dč žt č žlj dt č dč h žaenjč žt ael ū šg 3 njpdt lj dt š 3 t lt žt ael.

*Spžl ršlmj žkōpnšdšlmj žpžl 3 dlj dš sr:

Dšg ĩā ĩšwægdæ r ũ ĩkĭ nš ā d pōæ ĩpč enpžl wřst č dš s žkōžč wřpaelĭh ũ 3 apd d
lj džk žš žl wōnĭh š ā dš ũ d dš 1 ō pĭk 2018 žl č Lj žpæj 2025 npt ĩ šĭksgd dš č nš
sgd ršt č wōpnj pžlj lj d sgd wžp d dš pnĭk dč nĭ žš sgh ōnĭh š (t ĩ šĭkĭ t ĩ d 2025).
Sgh ũ ĩkžōōkw d dš ĩæsgd gnĭ rdgnĭč džp ĩ 3 r pĭd žā nĭd sgd ĩ d ũ sgd rgnĭč
č t pĭ 3 sgd žš šĭj d.

Ēp d Lj džk ĩ ĒD žš Ap džš ĩ 3 Šnĭj nĭpnĭ Ąnĭk d d ũ ĩkšžj d sgd enpĭj nš
unt ægd r enpřt ō d pĭ žp dš r. Sgd ænĭæĭ nš r t ō d pĭ žp dš ũ ĩkā d žš sgd
č ĩæp dšlmj nš sgd ænĭk d d.

Applications, Assessment & Outcome

ĩkžōōkæžl š r ũ ĩkĭ d dč šnjæĭj ōĭsd žl žōōkæžšlmj enpĭj enp džæj žæžč dlj ĩæ
w džp sgd wřst č wžš Ap džš ĩ 3 Šnĭj nĭpnĭ Ąnĭk d d šnj d ũ rč dš æĭ sgd žš sgd wĭj d dš
sgd dšg ĩā ĩšwægdæ pž – sgd nĭ kw d v æĭ ōšlmj žp ršt č dš sr æĭ šĭ t ĩ 3 šnj
paelĭh d apd lj džk ũ gnĭ d p d ĩ paelĭš ā dš ũ d dš 2018-2023*. Sgd p d ĩ ĩ nj
č džč ĩ d enp ũ g d žl žōōkæžšlmj æžl ā d lj žč d; gnĭ d ũ d p žĭk næžšlmj r nš
ā ĩ č r žp r t ā ĩ d æš šnj ž ũ ž ĩ ž ā ĩ š w

Ĩ ĩ d ũ ĩsg sgd DRĒ 3 t ĩč d ĩ d r, sgd Ąnĭk d d ũ ĩk p dš ž ĩ 5 r nš š r žĭk næžšlmj
enpžč lj ĩ ĩ pžšlmj ō t pōnĭ d r. ĩ ũ ĩkžk nĭp dš ž ĩ ā ĩ č r enp ĩ w džp
žōōkæžšlmj r.

Ĩ žĭkæž r d r, žl žōōkæžšlmj enpĭj ũ ĩkā d æĭj ōĭsdč žl č sgd ĩ d æĭ r r žp w
d ũ rč dš æĭ ō pĭ ĩ rč dč.

Sgd žōōkæžšlmj ũ ĩkšžj d t nĭkĭ 3 d p sgd žl 8-10 ũ nĭ ĩ 3 č žv (č t pĭ 3 sgd j
šĭj d) šnj ō p ĩ æĭ r, t ōnĭ paelĭš nš sgd pōæ ĩpč d ũ rč dš æĭ. Nĭ š r ĩč d nš sgd j
šĭj d, ō p ĩ æĭ r ĩ 3 šĭj d lj žwā d ĩkĭ 3 d p

ĩ ž r r d r ĩj dš ĩ ĩ lj žč d ā ž r dč nĭ ž æĭj ōĭsdč žl č r ĩ t dč č d æž pžšlmj
enpĭj sgd ršt č dš s žl č ō ž p d š / æž p d (č d ō dš č dš s t ōnĭ ž 3 d žl č
æpæ lj ršžl æĭ nš ršt č dš s) č dš ž ĩ ĩ 3 ĩ æĭj d enpĭj dlj ō ĩ nĭ wĭj dš s žl č / n p
ā d dž š r žĭkĭ 3 ũ ĩsg r t ō ō nĭ š ĩ 3 d ũ rč dš æĭ nš žĭkč d æž p dč ĩ æĭj d.

Ū g dš æžlæ ĩžš ĩ 3 gnĭ rdgnĭč ĩ æĭj d, ũ d šžj d ĩ šnj ž æĭj ĩ s žĭk ĩ æĭj d žl č
lj džl r - s d r s dč ā d dž š r, ĩ ā ĩ č ĩ 3, ā t s ĩ nš ĩ ĩj ĩ s dč šnj

- Ĩ æĭj d - ā ž r dč ĩ nā r d d j d p r ĩ kĭ ũ žl æĭ

- Hl ælj d-pdlžšdč Dlj öknjWj dt š žl č Rt öönjš ĩknj žl æl (DR)
- Hl ælj d Rt öönjš
- Ödt r ĩmj Aedč ĩš
- Ćnj r ĩ 3 ãdt dz š
- Anj t æksžwrt öönjš
- RnæžkEt t č
- T t ĩudpr žkAedč ĩš
- Šžwædč ĩšr (Aeg ĩč žl č ũ njg ĩ 3)
- Aeg ĩč lj ž ĩ šdt žl æl

Šgd Anjkdz d č ndr t nš šžj d ĩ šnjžænj t š t nj lj džl r-sdr šdč ãdt dz šr, ĩ æt č ĩ 3:

- ššdt č žl æl ž ĩknj žl æl
- Ažpdr ž ĩknj žl æl
- Aeg ĩč ãdt dz š
- Č ĩ žã ĩšvkh ĩ 3 ĩknj žl æl
- Ödprnj žk ĩ č dōdt č dt æl ÖžWj dt š
- Ršžšd Ödt r ĩmj

ĔnpjT AE(T t ĩudpr žkAedč ĩš) ũ d ũ ĩkpdũrdũ šgd 3 lj njš pdælt š lj nj šgkwžũ žpč ršžšdlj dt šr – ũ šg šgd šžj d-gnjlj d öžwz 3 t pd ĩ žč č ĩšmj šnjšgd žlj nj t š nš T AEžšdpžkč dč t æšmj r šnjž ĩud ž šnjžklj nj šgkw ĩ ælj d. T r ĩ 3 3 lj nj šgr ršžšdlj dt šr ũ ĩkžš žr ž 3 t ĩč d šnjšgd gnt rdgnjč ĩ ælj d anpž æ žšdpnšž wdžp ũ d ũ ĩkšgd d rš ĩj žšd žrrt lj dč ĩ ælj d anpž æ ĩkwžšpnj šg ĩ ãž ĩ.

Šg ĩ 3 t ĩč d ĩ æt č dr žl d vžlj ökd nšž T AEžũ žpč t nš æl. Šgd t nš æl rgnj r šgd 2 g ĩ 3 g ĩ 3 g šdč z 3 t pdr – nj d anpšžj d-gnjlj d öžwv nj d anpšgd žlj nj t š nš T AE žšdpč dč t æšmj r – šg ĩ ũ ĩkænjlj öžš nššgd dũč dt æl ĩ žrrdr ĩ 3 ž lj nj šgkwšnšžk

Šgd t t lj ãdpnšč dōdt č dt š æ ĩč pdt ũ ĩkã d šžj dt ĩ šnjænj r ĩč dpžšmj . Šgd Anjkdz d ũ ĩkšžj d žænj t š nššg ĩ ĩ anpj žšmj ĩ šgd žrrdr lj dt š nš d dč, žr šgd Anjkdz d pdænj t ĩ dr šgd žč č ĩšmj žkgnj rdgnjč ænj šr ĩ æ pdč.

Ū gd pd ž ršt č dt š ĩ ĩč dt šž dč žr d ĩ 3 ĩã kd anpž č dz t dč ũt ĩ dpžã kd 3 mnj ö ãt pr žpãt š šgd ĩ pz t žl æžk d dč r žpd lj dš, nššgd wč njt nš gžũd žl wz t žl æžk t d dč, šg ĩ lj žw pd t ĩš ĩ t njžũ žpč, npnj ĩwž öžš žkžũ žpč ãd ĩ 3 lj žč d. Šg ĩ ũ ĩkã d lj žč d æžš nššgd ršt č dt š žl č æžl ã d pdũ ĩšdč žš žl wš ĩj d č t p ĩ 3 šgd žæžč dlj ĩævdžp

Appeals Process

ĭkžööĭkžšr ġžũd šgd pž ġš šnjžöödžkž ċ dæĭmj žł ċ lj t rš rt älj ĩš ž ĩdššdp
šnjšgd Npdpžšmj r Ljž ž ž dpũ ĩšgh šũ njũ ddj r nĭpdæĭhũ ž šgd ĩpč dæĭmj
ĩdššdp

Šgd öödžkž Öžł dķũ ĩkã d lj žč d t ö nĭšgd ršžælj dlj ä d r ĩ æ ċ ĩ ž nj d
lj dlj ä d p nĭšgd Rđ ĩmpkđžč d r ġłö šdžlj , t nj d nĭũ ġnj ġžũd öpũĭmj r
ĩ ũ ĩđlj dł š ĩ šgd ċ dæĭmj pž žpč ĩ ž šgd žũ žpč.

ĭč dæĭmj r pž žpč ĩ ž šgd žöödžkž ũ ĩkã d ælj lj t ĩ kžšdč ũ ĩšgh ž
ũ nj ĩ ž ũ ddj nĭšgd öödžkž Öžł dķlj dđš ĩ ž žł ċ šgh ċ dæĭmj ĩ ž žł žk
Ģnj dũdp šgh r ġnj ĩ ĩ r š nĭ ž r št ċ dł š æ ĩlj rt älj ĩšš ž ž ä pšgdp
žööĭkžšmj r ġnj ĩ ĩ šgd wæ dķšgd wġžũd rt æ æł š æ ġžł ž d nĭpdæĭlj r šžł ær
č t p ĩ ž šgd wđžp