

16-19 Financial Support Policy and Procedure (FE students)

Date approved:	12.07.24
Approved by:	SMT
Responsible Manager(s):	Director for Students
Executive Lead:	Vice Principal HE and Student Enhancement

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

Consultation

Consultation undertaken with:

- SMT 12.07.24
- AMT 11.06.24
- CCMT 10.07.24
- Students 12.06.24

Policy review frequency: normally annually

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1. Scope and purpose of this policy and procedure

- This policy and procedure applies to students who are aged 16+ but under 19 as of 31 August 2024 and continuers who were 16+ at the start of their programme. The scope of this policy extends to include 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.

The scope of this policy does not extend to apprentices. For apprentices who are Care Leavers, (strict definitions apply) applications may be considered through [Apprenticeships bursary for care leavers - GOV.UK \(www.gov.uk\)](#)

2. Policy statement

- 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).
- 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.
- All support is subject to available funds. Government funding rules can change at any time, this policy is subject to annual review or sooner if required.

3. Procedure

- The application process is identified in Appendix A
- The eligibility criteria and types of support are identified in Appendix B

4. Accountability

- The Director for Students is responsible for ensuring this policy and procedure is accessible and current.
- If a student has a particular barrier to learning and requires financial support for something not listed in appendix B they may apply for funding through the Barriers to Learning Scheme

5. Student Involvement

- The Student Union and elected representatives were consulted in the formation of this policy.

6. Linked policies and procedures

- 19+ Financial Support Policy (FE student)
- Advanced Learner Loan Financial Support Policy (FE student)
- Financial Support Appeals Policy and Procedure (FE student)

7. Appendix A

- How to apply : All applications to be submitted through: Pay My Student
- for help and support : <https://www.blackpool.ac.uk/financial-support-16-18s>
Or email SSfunds@blackpool.ac.uk

8. Appendix B

Eligibility and types of support:

- To be eligible, students must be:
- 16+ but under 19 as of 31 August 2023, or
- Aged 19+ but were 16+ at the start of their programme of study and are continuing the same programme, or
- Aged 19-24 with an Educational Health Care Plan
- To receive financial support students will normally have a minimum attendance of 90%, this includes attendance at online sessions.
- This funding is restricted, based on an individual's need, meeting eligibility criteria and cannot be guaranteed.

Table: Types of support and eligibility criteria

Type of support	What students may be eligible for	Eligibility requirements
Discretionary Bursary	<ul style="list-style-type: none"> • Free Blackpool Transport (BT) on BT bus /tram for those living 1.5 miles from main campus of study • Essential costs of participating in their study programme (help with the cost of essential books or equipment) • A Travel Bursary of £63 per month if student lives outside BT transport area, (provided instead of a bus pass, paid in arrears normally based on 90% attendance.) • Taxi support based on medical evidence. • Free bus covering travel from Poulton Le Fylde to Bispham campus, this is available to all students. • Travel and subsistence linked to undertaking T Level industry placements. 	<ul style="list-style-type: none"> • Household income of less than £30,810 per year evidenced by eligible benefit proof or proof of parent / carer income for 2024-25 (Exceptions may be considered on a case-by-case basis Head of MI&F) • 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&FC may consider applications for a taxi where evidence is provided through their latest disability benefit letter and household income is below £30,810 • Usually a minimum attendance rate of 90% required for the travel bursary.

Free meal(s)	<ul style="list-style-type: none"> Free daily digital voucher (hard copy by exception) redeemable at internal food outlets, and in some cases in nominated external retail outlets. 	<ul style="list-style-type: none"> Specific benefit evidence, defined by DfE. Full criteria here: Free meals in further education funded institutions guide 2024 to 2025 academic year - GOV.UK (www.gov.uk)
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Vulnerable Bursary	<ul style="list-style-type: none"> Up to £1,200 of support that may be available and can be used, for example, for free meals, travel or other costs. This bursary is normally paid every two weeks. Students will be awarded support based on assessed need and may not automatically be awarded the full £1,200. Only students studying full time programmes of 30+ weeks a year can be considered for the full £1200. Students on study programmes of less than 30 weeks will be paid a pro-rata amount, as appropriate, based on assessment of actual need. 	<ul style="list-style-type: none"> The bursary may be paid on a pro rata basis for courses shorter than 30 weeks. The defined vulnerable groups are: <ul style="list-style-type: none"> in care care leavers** receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves; or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner. receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right. <p><i>**care leaver as defined in 16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK (www.gov.uk)</i></p>
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ESFA funded childcare (Care to Learn)	Childcare costs up to £180 per child, per week, for students under 20 at the start of their course.	<ul style="list-style-type: none"> Must be on a publicly funded course. https://www.gov.uk/care-to-learn
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Residential Support Scheme for 16-18, or 19+ continuers with an EHCP.	Help toward cost of accommodation.	<ul style="list-style-type: none"> Help with the costs of accommodation if a student is studying away
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<p>Residential Support Scheme guide: academic year 2024 to 2025 - GOV.UK (www.gov.uk)</p>		<p>from home because the course is not available in their local area, and they are studying towards their first full level 2 or 3 qualification.</p> <ul style="list-style-type: none">• Household income must meet the thresholds identified above.
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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

Title of Activity: 16-19 Financial Support Policy and Procedure Name and title of proposer: Nigel Brown Director for Students	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision <i>(tick as appropriate)</i>
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Equality and Diversity.
 Are there students, apprentices, other customers, community/stakeholders, and/or colleague concerns that the proposed policy, project, or change may be discriminatory or have an adverse impact on people with protected characteristics?

A	Students/Apps/Customers	No	If so, how many individuals / which groups of are likely to be affected?	
B	Community/stakeholders	No		
C	Colleague	No		

Equality group	Positive impact High Low None	Negative impact High Low None	Reason / comments for positive impact why it could benefit any /all of the equality groups	Reason /comments for negative impact /what could disadvantage any/ all of the equality groups
Sex	High	None	This policy is inclusive irrespective of sex	
Gender reassignment (Male/female/Non-binary/Transgender)	High	None	This policy is inclusive irrespective of gender reassignment	
Age	High	None	This applies to eligible candidates 16-19	Any age-related negative impacts are mitigated by 19+ and ALL
Race or ethnicity	High	None	Inclusive irrespective of race or ethnicity	
(Disability) Learning difference	High	None	Fully inclusive irrespective of difference	
(Disability) Physical and/or sensory	High	None	Fully inclusive irrespective of disability	
(Disability) Mental health need	High	None	Fully inclusive irrespective of disability	
Sexual Orientation	High	None	Fully inclusive irrespective of sex	
Religion and Belief	High	None	Fully inclusive irrespective of religion or belief	
Marriage and civil partnership	High	None	Fully inclusive irrespective of status	
Pregnancy and maternity	High	None	Fully inclusive irrespective of status	
Carers/care experienced	High	None	Fully Inclusive irrespective of status	
Socio Economic deprivation indicators	High	None	Fully supportive of closing economic barriers and deprivation gaps	

What changes or actions do you recommend to improve the service, project, policy, or change to eradicate or minimise the negative impacts identified? **None identified**
 Who will be responsible for monitoring these actions?

Have students, apprentices/other customers, communities and/or colleagues been consulted in the review / proposed change?

A	Students/Apps/Customers	Yes
B	Community	No
C	Colleague	Yes
	If yes, who and how many have you involved and how have they been involved?	AMT/CCMT/ SU/ SMT

Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits? Yes No

Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits? Yes No

Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered? Yes No

Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?

Is this policy of a high/medium or low risk?: High Medium Low