



Policy Name and Number:	Oaklands College Bursary Funds
Version Number:	v.02
Approval date:	22 July 2026
SLT Lead:	Vice Principal, Safeguarding, Quality and Student Experience
a. Responsible Person for policy review: b. Responsible Manager for policy implementation (if different):	Vice Principal, Safeguarding, Quality and Student Experience
How does the policy link to the Strategic Plan Aims and Themes: Aims: <i>1. Outstanding Teaching, Learning and Assessment</i> <i>2. Beneficial Partnerships</i> <i>3. Sustainable SMART Campuses</i> <i>4. Inclusive, Thriving Community</i> <i>5. Financial Sustainability</i> Themes: <i>a. Sustainability and the environment</i> <i>b. Happiness and wellbeing</i> <i>c. Digital transformation</i> <i>d. Equality, diversity and inclusion</i>	Inclusive, Thriving Community The Bursary Policy directly supports this aim by addressing financial barriers to education and providing equitable access for students from disadvantaged or vulnerable backgrounds. It ensures that all learners, regardless of their socio-economic status, have the opportunity to participate fully in their studies and college life. This reinforces a culture of inclusion, accessibility, and support within the college community. Equality, Diversity and Inclusion The policy outlines clear measures for supporting care-experienced students, students with EHCPs, asylum seekers, and those from low-income households. By tailoring financial support to the needs of these diverse groups, the college is actively working to close participation gaps and promote equal opportunity in line with EDI best practice. Happiness and Wellbeing Through reducing financial stressors, such as costs for meals, travel, equipment, and childcare. The Bursary Policy plays a vital role in supporting the emotional wellbeing of students. This ensures learners can focus on their studies and feel secure, valued, and supported throughout their education. Financial Sustainability By ensuring bursaries are awarded on a needs-assessed basis, with clear eligibility criteria and monitoring mechanisms, the policy enables the responsible and efficient use of public funds. This supports the college's financial sustainability while still delivering vital student support.

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a. Related Policies and Procedures: b. Related Legislation:	
Consultation Process: <i>eg, T&I / CPSE / HR / SPBD / SLT</i>	CPSE Exec 22 July 2026
Approving Authority:	Exec Approval ☒ Corporation/Committee Approval ☐
Policy Review Frequency:	Annual
Effective Date:	July 2026
Date of Next Revision:	July 2027
Scope: <i>(Describe what and to whom the policy applies, and any exemptions. i.e. staff, students, stakeholders, visitors, volunteers, contractors)</i>	This policy applies to all eligible students enrolled at Oaklands College across Further Education study programmes, including those aged 16–18, 19+, and those in receipt of an Advanced Learner Loan. It covers both vulnerable and discretionary bursary schemes, childcare support, and emergency funding. The policy excludes Higher Education students, apprentices (except where specified), and Work-Based Learning participants unless stated otherwise. It does not apply to staff, visitors, volunteers, or contractors. All bursary applications are assessed in line with the eligibility criteria and funding guidance set out by the Education and Skills Funding Agency (ESFA).
Policy classification:	Public (website): ☒ Internal: SharePoint ☒ Governor Portal ☐ Canvas ☐
Key Updates/Changes from previous policy: <i>Changes are italicised:</i> <i>Vulnerable Bursary – has changed as we need to individually assess each student for need and no longer pay a weekly amount.</i> <i>Young Parent Childcare Support – Care2Learn has changed as is now processed by the college.</i> <i>19+ Bursary – Changes due to underspend this year so have only one threshold, 100% trip cost, 100% kit cost, no restriction on days of study.</i> <i>Advanced Learner Loan – amendments as per 19+ Bursary</i> <i>Apprenticeship Care Leaver Bursary – changes reflect change to Government Guidance</i> <i>The following information has been removed from the previous policy:</i> <i>Page 3 of 24/25 policy, 6.1 The last sentence has been removed from that paragraph.</i> <i>Page 4 of 24/25 policy, 7.1 Last evidence of Provisional Tax credit has been removed.</i> <i>Page 5 of 24/25 policy, 7.3 UCAS fees have been removed (guidance does not allow these).</i> <i>Page 7 of 24/25 policy, 11.1 Last evidence of Provisional Tax credit has been removed.</i>	

1. Introduction

- 1.1. Government Guidance from ESFA on bursary fund can be found:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2026-to-2027>

- 1.2. Oaklands College is committed to providing inclusive and equitable educational opportunities for all students. Recognising the financial barriers that can impede access to Further Education, we have established a comprehensive bursary policy designed to support students who require financial assistance. Our bursary aims to ensure that no student is denied the opportunity to pursue their educational aspirations due to financial constraints. By offering targeted financial support, we strive to create an environment where all students can thrive and achieve their full potential. This policy outlines the eligibility criteria, awards that are available and the conditions of payment.
- 1.3. **COLLEGE THRESHOLD: Students and combined household income must be below £29,250 (Tier 1) to qualify for bursary fund support. A lower threshold of £23,500 (Tier 2) will be considered for a higher bursary award towards essential kit fees/trips.**
- 1.4. If a student is awarded 'cash' rather than 'in kind' payments, the money is to be paid directly into the students' bank account, unless parents or carers have an appointee letter of finance showing the student and the parent/carer full details. This must be provided as part of the evidence for the bursary for payments to be made.
- 1.5. Evidence must have the parent/carer or students full name and address listed as proof of the income. *The address on the evidence must be the same as the student's address recorded on the college database.*
- 1.6. An application can take up to 8 weeks to process. Funds will not be available at the start of the academic year for most applications. Students must take responsibility for providing all information in a timely manner.
- 1.7. Bursaries can be applied for at any time during the academic year, an application form will be completed at the needs assessment meeting. Bursary entitlement will only start from the day of the application approval.
- 1.8. It links with Strategic Plan Objective of Inclusive, thriving community as it aims to promote inclusion and overcome financial barriers to learning. It also links with the themes of Happiness and Wellbeing and Equality, Diversity and Inclusivity to promote attendance and retention of students by removing financial barriers.
- 1.9. This policy applies to all students.

2. College Vision, Mission, KPIs and Objectives

- 2.1. **Vision:** To be a sustainable educational trailblazer inspiring our learners and our wider community to achieve their potential in a changing world.
- 2.2. **Mission:** To prepare every learner for work, a rewarding career, and life's opportunities. By treating every student as the individual they are, with care, passion and understanding in a professional, contemporary and community-focused environment they'll value and enjoy.

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2.3. This policy aligns with **Strategic Aim 1.**

Deliver continuous outstanding teaching, learning, and assessment to all learners and employers.

This policy also aligns with **Strategic Objectives:**

- a. Inspire our learners to attend, learn and achieve above the national quartile
- b. Achieve high levels of satisfaction among all key stakeholders to raise the profile of Oaklands

2.4. This policy aligns with **Strategic Aim 4.**

Further enhance our caring, accessible, inclusive, and thriving college community, committed to fairness, health, and success.

This policy also aligns with **Strategic Objectives:**

- a. An educational group that is at the forefront of, and leading in Equality, Diversity, and Inclusivity by embedding effective practices in all we do
- b. Renowned for delivering a safe and secure environment that allows learners to thrive
- c. Delivering more than just a qualification, through enrichment and work experience activities that develops a portfolio of skills learners require to progress to their chosen destination

2.5. This policy aligns with **Strategic Aim 5.**

Deliver good or outstanding long term sustainable financial health, through growth, that enables reinvestment in our students, staff, and estate to support our aspirational goals.

This policy also aligns with **Strategic Objectives:**

- a. Maintain a financially viable curriculum offer with increasing learner numbers that allows for cost effective delivery and value for money
- b. Ensure we have constant access to effective data sources and management information to enable swift and evidence-based decision making
- c. Maintain effective management and control as well as audit compliance to meet regulatory requirements

3. Purpose/Policy Statement

The purpose of this policy is to provide a clear and structured framework for the fair and transparent allocation of bursary funds to students facing financial barriers to education. It is designed to ensure that all eligible students have access to essential support, such as travel, equipment, meals, and childcare, enabling them to participate fully in their study programmes. The policy reflects the college's commitment to inclusion, wellbeing, and equal opportunity, and aims to improve student retention, attendance, and achievement. It outlines the eligibility criteria, assessment process, and categories of support available, in alignment with government guidance and strategic priorities.

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4. Implementation/Communication/Training

The policy is implemented through a centralised bursary team responsible for processing applications, assessing eligibility, and managing payments in line with ESFA guidance. Clear guidance and application forms are made available to students via the college website, induction materials, and support services. Staff involved in supporting students, such as tutors, curriculum managers, and pastoral teams receive regular briefings to ensure consistent communication and signposting. Ongoing training and quality assurance measures are in place to maintain compliance and ensure that the policy is applied fairly and effectively across the college.

5. Monitoring Impact

Outcomes for students in receipt of Bursary funds will be monitored as part of our EDI monitoring and reporting. This will fall to the EDI committee.

6. 16-18 Bursary – 2 categories

- 6.1. Group A - 16-18 Vulnerable Bursary
- 6.2. Group B - 16-18 Discretionary Bursary

7. Group A - Vulnerable Bursary (for students aged 16-18)

- 7.1. Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined group reflects that these students are unlikely to receive any financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate in their study programme.
- 7.2. Students in the vulnerable learners' group (including care experienced students) should not be regarded as automatically entitled to the full £1,200 of support over the academic year, and that they too will need an individual assessment of financial need and should only receive the amount they need to participate.
- 7.3. *Support for travel and essential books or equipment will be individually assessed. Evidence will be retained to support the amount of financial support awarded.*
- 7.4. The college may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. The College can refuse a student's application on this basis. If there is no evidence of financial need and student/parent/carer still wants to be assessed for bursary, the Bursary Manager will consider if a reduced amount could be awarded (because the financial help needed is limited).
- 7.5. *Once an application has been completed a declaration is to be signed by the student to confirm that all evidence is correct to their knowledge and belief. False information may lead to over payments being recovered, future payments being stopped or a referral to the police with the possibility of facing prosecution.*

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7.6. Eligibility:

- Student is receiving Universal Credit/Income Support in their own name, because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.
- Disabled young person in receipt of Employment Support Allowance (ESA) or Universal Credit (UC) and who are also in receipt of Disability Living Allowance (DLA)/Personal Independence Payment (PIP) – Full household income must also be taken into account.
- Children Looked After (in care), including unaccompanied asylum seekers.
- Young person placed with a foster carer by the local authority, including an independent fostering agency
- Young People who are 'Care Leavers' - A Young Person qualifies as a Care Leaver under the Children (Leaving Care) Act 2000 if they have been in the care of Hertfordshire County Council or other local authority for at least 13 weeks since the age of 14; and who was looked after by Hertfordshire County Council or another local authority at school-leaving age or after that date.

7.7. Evidence to be provided for assessment:

- A student in receipt of Universal Credit in their own right must provide 3 of the most recent Universal Credit statements in full.
- Virtual School: Looked After Children and Unaccompanied Asylum Seekers (Under 19 yrs)
- Virtual School support the student application, by providing letter evidence to demonstrate the young person is care experienced, and demonstrate the young person's financial needs to access vulnerable bursary to prevent barrier to education.

7.8. Assessment of Needs for 16-18 Vulnerable Bursary funds:

Each student will be assessed on an individual basis, an application form will be completed and used to determine individual circumstances. Vulnerable bursary can be awarded for the following:

- *Travel Support will only be considered for students that live more than 2 miles from the campus they are based at. An assessment of distance and journey will be made at point of application. Where possible an UNO bus pass will be awarded.*
- *If not able to award travel 'in kind', weekly travel payments will be made. All payments are made on the condition of the student having 90% attendance the week prior.*
- *At least one days travel receipts must be provided to support the travel award. The travel receipts must be received by the college by the 23rd October 2026.*
- *Essential books/equipment, and/or clothing - paid on a reimbursement basis on production of a receipt for the essential item.*
- *Meals - £4.25 to be redeemed at the college canteen (may be awarded as Government Free Meals if a student meets the required criteria).*
- *Trip Costs – A contribution to trip costs. UK based trips only. Trip must be compulsory for the student to complete their study programme.*

8. Group B - 16-18 Discretionary Bursary

Students who meet the criteria for Discretionary Bursary support can apply for Discretionary Bursary support. The college threshold for Discretionary Bursary support is a household income under £29,250.

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Total household annual income is calculated using the income of all adults in the household.

8.1. Eligibility:

- Students aged 16-18 that meet the criteria above.
- Students aged 19 or over can receive discretionary 16-18 bursary if they are continuing on a programme they began aged 16-18 (19+ continuers – this must be the same course they started before turning 19) or have an EHCP. Students must be placed on the 16-18 discretionary bursary award and not 19+ in these instances.
- Asylum Seekers (accompanied) *are eligible for 'in kind' support*. If they have been refused asylum no bursary can be awarded.
- HE students, apprentices and WBL are NOT eligible – contact the bursary team for further information.

8.2. Evidence to be provided for assessment:

- *Universal Credit Statements – 3 most recent statements in full.*
- *3 most recent payslips for all household earners, and you may be asked for evidence of your Council Tax Benefit*
- *Pension Credit Guarantee.*

8.3. Assessment of Needs for 16- 18 Discretionary Bursary Funds:

Each student will be assessed on an individual basis, an application form will be completed and used to determine individual circumstances. Discretionary bursary can be awarded for the following:

- **Travel Support** - *will only be considered for students that live more than 2 miles from the campus they are based at. An assessment of distance and journey will be made at point of application. Where possible an UNO bus pass will be awarded.*
- Students who are aged 18 and under, living in Herts who travel by bus are expected to have a Herts SaverCard if not using the bus pass. This is NOT required if a Direct Debit is set up with Arriva.
- *If not able to award travel 'in kind', weekly travel payments will be made. All payments are made on the condition of the student having 90% attendance the week prior.*
- *If awarded a travel payment for 75% towards Arriva direct debt, the student will receive a monthly payment at the start of the month based on the previous month's attendance*
- *All travel reimbursements will be 75% of the actual cost up to £22.50 per week*
- *At least one days travel receipts must be provided to support the travel award. The travel receipts must be received by the college by the 23rd October 2026.*
- *If a student's needs require a car journey to college a mileage rate of 25p per mile will be used.*
- **Essential equipment/kit/uniform** - *kit costs are awarded under a two-tier system. Households with an income of below £29,250 (Tier 1) will be awarded a 30% reimbursement. Households with an income below £23,500 (Tier 2) will be awarded a 50% reimbursement. Students are expected to purchase their equipment/kit in order to start their study programme, the bursary team will reimburse the awarded amount upon receipt being provided. Items purchased by students need to be a low to average price and listed on the curriculum kit list.*
- **Trip Costs** - *A maximum of 50% of trip costs that are linked to essential curriculum or college activities (excluding spending money). UK based trips only. Trip must be compulsory for the student to complete their study programme.*

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- **UCAS** - a reimbursement of fee paid for UCAS application upon production of receipt.
- **Meals** - Government Free school meals will be awarded if eligible

8.4. **16 to 19 Bursary Fund and receipt of DWP benefits**

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Universal Credit or Housing Benefit.

9. **Residential Students (16-18):**

9.1. Residential fees 2026-2027 are £8,499 (£7,999 for returners). Residential Students can apply for Residential Meal reduction of which £1861.50 is reduced from residential fees.

9.2. Residential Students are NOT awarded travel bursary.

10. **Government Free Meal Scheme:**

<https://www.gov.uk/government/publications/free-meals-in-further-education-guide/free-meals-in-further-education-funded-institutions-guide-academic-year-2026-to-2027>

10.1. *Students who are eligible for Government free school meals will be able to access up to £4.25 via their student lanyard in the college canteen. This can only be claimed on days that are timetable and are in attendance for more than two hours.*

10.2. *Students with dietary restrictions who are unable to eat in the campus canteens will be issued with a supermarket food voucher. Evidence of dietary restrictions will need to be provided. (EHCP or Doctor's letter).*

10.3. **Student eligibility: (Subject to any Government Changes)**

- Students must be aged between 16-18 on 31st August 2024 to be eligible.
- Returning students who turn 19 during their study programme will be eligible until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is sooner.
- Students who meet the below criteria regarding household income, and have an EHCP, are eligible for Government Free Meals up to the age of 25.
- Apprentices are not eligible for Free Government meals including those with an EHCP.

10.4. Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- *Universal Credit*
- *Support under part VI of the Immigration and Asylum Act 1999*
- *The guarantee element of State Pension Credit*
- *Income Related Employment Support Allowance*

10.5. Institutions must make free meals provision for students on days when they are off-site as part of their study programme, for instance attending a work placement, work experience or industry placement. This will be reimbursed to students upon presentation of receipt for a meal up to the cost of £4.25.

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11. 16-18 Oaklands Emergency Funding

- 11.1. *Any student who finds themselves in a temporary situation of severe hardship discretionary funding can be awarded food and travel support only.*
- 11.2. *Any award will be approved by the Bursary Manager.*
- 11.3. *No more than 2 months exceptional circumstances funding will be awarded. Financial needs will be reassessed after this period.*
- 11.4. *Receipts will need to be provided to evidence the expenditure.*

12. Young Parent Childcare Support

<https://www.gov.uk/government/publications/care-to-learn-guidance/care-to-learn-academic-year-2026-to-2027-conditions-of-grant-funding>

- 12.1. Parents under the age of 20 who are enrolled on a publicly funded course can apply for the young parent childcare bursary. They must be the main carer for the child, live in England and be either a British Citizen or have legal right to live and study in England. Apprentices and those studying Work Based Learning do not qualify.
- 12.2. The childcare provider must be either registered with Ofsted or a childminding agency, *this must be evidenced with the provision of their Unique Reference Number*. Schools also qualify for wraparound care.
- 12.3. *The childcare provider must provide details of their Ofsted registration, their fees and charging model.*
- 12.4. A copy of the child's birth certificate and a letter confirming receipt of Child Benefit must be provided at point of application.
- 12.5. The Young Parent Childcare Support will fund up to £180 of childcare per week, per child. It can help with the cost of:
- Childcare, including deposit and registration fees
 - A childcare taster session for up to 5 days
 - Keeping your childcare place over the summer holidays
 - Taking your child to your childcare provider
- 12.6. The College will make payments directly to the childcare provider *monthly by BACS*.
- 12.7. The childcare provider must confirm the child's attendance to the Bursary team.
- 12.8. Students must complete an application form and provide all relevant documentation to the Bursary team. The college cannot support with finding suitable childcare, the responsibility lies with the parent.
- 12.9. *Payments will be stopped if the student stops attending college or has removed their child from childcare.*

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13. 19+ Bursary

Students who meet the criteria for 19+ Bursary support can apply for the 19+ Bursary support. The college threshold for 19+ Bursary support is a household income under £29,250.

Total household annual income is calculated using the income of all adults in the household.

Students on Non-Funded Courses/Work Based Learning and Higher Education Study Programmes are not entitled to bursary.

13.1. Evidence to be provided for assessment of household income:

- *Universal Credit Statements – 3 most recent statements in full.*
- *3 most recent payslips for all household earners, and you may be asked for evidence of your Council Tax Benefit*
- *Pension Credit Guarantee*

13.2. Assessment of Needs for 19+ Bursary Funds:

Each student will be assessed on an individual basis, an application form will be completed and used to determine individual circumstances. 19+ bursary can be awarded for the following:

- ***Travel Support*** - *will only be considered for students that live more than 2 miles from the campus they are based at. An assessment of distance and journey will be made at point of application. Where possible an UNO bus pass will be awarded.*
- *If not able to award travel 'in kind', weekly travel payments will be made. All payments are made on the condition of the student having 90% attendance the week prior.*
- *If awarded a travel payment for 75% towards Arriva direct debt, the student will receive a monthly payment at the start of the month based on the previous month's attendance*
- *All travel reimbursements will be 75% of the actual cost up to £22.50 per week*
- *At least one days travel receipts must be provided to support the travel award. The travel receipts must be received by the college by the 23rd October 2026.*
- *If a student's needs require a car journey to college a mileage rate of 25p per mile will be used.*
- *100% essential equipment/kit. Students are expected to purchase their equipment/kit in order to start their study programme, funds will be reimbursed upon receipt being provided to the bursary team. Items purchased by students need to be a low, to average, price and must be outlined by curriculum managers as essential for completion of study programme.*
- *100% of trip costs. UK based trips only. Trip must be compulsory for the student to complete their study programme.*
- *College Registration, Exam Fees, Professional Membership Fees and UCAS Fees.*

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13.3. 19+ Bursary and being in receipt of DWP benefits:

It is the student's responsibility to inform DWP about any bursary support being received as bursary support may affect benefits received from DWP.

13.4. 19+ Emergency funding:

- *Any student who finds themselves in a temporary situation of severe hardship, an award of discretionary funding can be awarded food and travel support only.*
- *Any award will be approved by the Bursary Manager.*
- *No more than 2 months exceptional circumstances funding will be awarded. Financial needs will be reassessed after this period.*
- *Receipts will need to be provided to evidence the expenditure.*

14. Advanced Learner Loan Bursary Fund

The bursary fund is for students aged 19+ on a level 3 or above study programme, who have an **approved** Advanced Learner Loan. If loan is not approved there is no eligibility. Full household income of less than £29,250 to be eligible.

Please note: Books, equipment, Materials and Kit will all be part of the advanced learner loan and should NOT be paid out of the bursary.

14.1. Assessment of Needs for Advanced Learner Loan Bursary Funds:

Each student will be assessed on an individual basis, an application form will be completed and used to determine individual circumstances. Advanced Learner Loan Bursary can be awarded for the following:

- **Travel Support** - *will only be considered for students that live more than 2 miles from the campus they are based at. An assessment of distance and journey will be made at point of application. Where possible an UNO bus pass will be awarded.*
If not able to award travel 'in kind', weekly travel payments will be made. All payments are made on the condition of the student having 90% attendance the week prior.
If awarded a travel payment for 75% towards Arriva direct debt, the student will receive a monthly payment at the start of the month based on the previous month's attendance
All travel reimbursements will be 75% of the actual cost up to £22.50 per week
At least one day's travel receipts must be provided to support the travel award. The travel receipts must be received by the college by the 23rd October 2026.
If a student's needs require a car journey to college a mileage rate of 25p per mile will be used.
- **Up to 100% of trips/books/equipment costs** that are linked to essential curriculum or college activities. This is where these costs are **not** part of the course cost fee. (Fees agreed by Directors of Curriculum). Funds will be reimbursed upon receipt being provided to the bursary team.

14.2. Advanced Learner Loan Bursary and being in receipt of DWP benefits:

It is the student's responsibility to inform DWP about any bursary support being received as bursary support may affect benefits received from DWP.

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15. 20+ Childcare in FE

Students who meet the eligibility criteria for the 19+ Bursary can apply for financial support to assist with the cost of childcare during timetabled college days.

Childcare costs are provided to students who are at risk of not participating or remaining in learning as a result of barriers to accessing childcare provision.

15.1. Applying for 20+ Childcare Bursary

- Students must complete the childcare application form in full, and provide the following documents to be considered for the childcare bursary award:
- Benefit evidence from the list below, this must be dated within 3 months of the course start date.
- Child or children's birth certificates or passport.
- The childcare provider's details must be filled out on the form with their contact details. All payments are paid directly to the student and the student must be liable for paying the invoice provided by the childcare provider. Provider must be Ofsted registered. Each invoice must be provided to the Bursary team for payment to be made.
- Copy of childcare provider fees/ hourly rate.

15.2. Evidence to be provided for assessment of household income:

- *Universal Credit Statements – 3 most recent statements in full.*
- *3 most recent payslips for all household earners, and you may be asked for evidence of your Council Tax Benefit*
- *Pension Credit Guarantee*
- *Support under part VI of the Immigration and Asylum Act 1999*

15.3. Please note following information:

- The childcare Bursary will pay for childcare whilst the student is attending college. Childcare bursary is paid term time only.
- The maximum award is £9,000 per child during an academic year.
- Students must use their Government free hours and any childcare vouchers for childcare. If a course ends earlier than that scheduled end of the academic year (e.g. Access) payments will not continue past this date.

16. Apprenticeship Care Leaver Bursary

<https://www.gov.uk/government/publications/apprenticeships-bursary-for-care-leavers/apprenticeships-care-leavers-bursary-policy-summary>

16.1 The apprenticeship care leavers' bursary is a payment for an eligible apprentice who is a care leaver *or still in care*, to help remove barriers to accessing the apprenticeship. The Care Experienced Coordinator will support the application. *The application form must be completed and signed.*

16.2. Payment of the bursary

The bursary is paid by the Education and Skills Funding Agency (ESFA) to an apprenticeship training provider, where the apprentice remains on the apprenticeship for at least 60 days.

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The ACL bursary is £3,000 payable in three instalments over the first year of the apprenticeship:

- *1st Payment £1,000 payable 3 months after the apprenticeship starts.*
- *2nd Payment £1,000 6 months after the apprenticeship starts, if continuing the apprenticeship.*
- *3rd Payment £1,000 12 months after the apprenticeship starts, if continuing apprenticeship.*

The apprentice can only receive this once.

A signed confirmation of receipt of payment will be retained to evidence the payment.

16.3. Eligibility Criteria, apprentice must be either:

- an eligible child – a young person who is 16 or 17 and who has been looked after by a UK local authority or health and social care trust for at least a period of 13 weeks since the age of 14 and who is still looked after.
- a relevant child – a young person who is 16 or 17 who has left care within the UK after their 16th birthday and before leaving care was an eligible child.
- a former relevant child – a young person who is aged between 18 and 21 (up to their 25th birthday if they are in education or training) who, before turning 18, was either an eligible or a relevant child.
- They must have begun their apprenticeship on or after 1 August 2024, and must not have received the care leavers' bursary before.

16.4. Evidence needed:

- Proof of care leaver status from local authority/Virtual Schools.
- Evidence of apprenticeship.
- Apprentice will sign they are happy for the employer to be aware of their leaving care status and sign they have been awarded and received the one-off payment.

17. Costs that are not eligible for bursary funds:

- *Learning support services that institutions give students such as counselling, mentoring or extra tuition.*
- *Servicing Laptops and tablets*
- *Non essentials for the students study programme's goal and objectives such extra-curricular activities (e.g Sports academy)*
- *Costs for foreign or overseas field trips*
- *General living costs (e.g rent, bills or wifi)*
- *Replacing local authorities statutory transport duty*

18. Right to Appeal

18.1. If a student or apprentice wishes to appeal a decision made by the bursary team at point of assessment, they can do so by emailing bursary@oaklands.ac.uk outlining the grounds for the appeal.

- The College failed to follow the procedure
- New eligibility evidence has come to light
- You believe the outcome is discriminatory

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This will then be reviewed by the Bursary Manager and the Vice Principal for Safeguarding, Quality and Student Experience. An outcome will then be communicated within 28 days.

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