

# **Bursary and free school meals policy and procedures**

## **Free School Meals**

Derby Skillbuild will provide free lunchtime meals to learners who meet the following criteria and have completed an application that has been approved.

## **Student eligibility**

### **Age**

A student must be aged 16 or over but under 19 on 31 August.

Students aged 19 or over are only eligible if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

These 2 groups of aged 19 plus students can apply to receive free meals while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues.

The following groups of students are not eligible for free meals:

- students aged between 14 and 16 (these students are already covered by free school meals (FSM) provision)
- students aged 19 or over at the start of their study programme - unless they have an EHCP or are a 19+ continuer
- Apprentices - including those with an EHCP

### **Eligible benefits**

Free meals are targeted at disadvantaged students. "**Disadvantaged**" means students being in receipt of (or whose parents who are in receipt of) one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part 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 Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

Working Tax Credit is not a qualifying benefit for free meals, and a parent or student in receipt of Working Tax Credits is not entitled to a free meal.

Qualifying benefits do include the Working Tax Credit 'run-on' which is paid for four weeks after you stop qualifying for Working Tax Credit.

Any student who is in receipt of (or whose parents who are in receipt of) Universal Credit must have a net earned annual income of no more than £7,400 in order to be eligible for free meals.

Proof of any of the above will need to be provided in the form of a letter either the learner or the parent/carer has received from the DWP (Department of Work & Pensions) or HMRC (Her Majesty's Revenue and Customs)

## Bursary

### Student Eligibility

#### Age

A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible.

Students aged 19 or over are only eligible if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.

Derby Skillbuild will only award bursaries to students aged 16 or over.

Students aged 14 to 16 who are attending college as part of their key stage 4 programme cannot apply for a bursary.

Derby Skillbuild operates 2 different types of Bursary.

Neither bursary exists to supplement a learners/parent/carers living costs; a bursary's function is to overcome barriers to participation **only**.

Any bursary award can be withdrawn if a learner does not attend regularly or their behaviour falls outside of the Derby Skillbuild 'Punctilio' agreed by learners at induction.

## Bursary for vulnerable groups

This is defined as:

- Learners who are in care
- care leavers
- Learners receiving Income Support, or Universal Credit 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
- Learners receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

### 2) The Discretionary Bursary

Funding for the Discretionary Bursary is limited and it is not an entitlement.

Derby Skillbuild makes discretionary bursary awards to help students with the cost of

- Travel
- to buy essential books, equipment or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for in order to participate.

Derby Skillbuild has an obligation to ensure funding reaches those students who are most in need of financial support.

To do this Derby Skillbuild uses the total household income to help establish the amount of support we might award to a student. We use this figure in conjunction with factors, such as distance to travel from the institution and the number of dependent children in the household, as well as the actual participation needs the student has. (i.e. study hours and days)

Learners that apply for both types of bursary will receive their entitlement in kind, never in cash or through bank transfer. This means, for example, that a learner will have to apply for a Mango card in their own right for bus travel which we will add credit on a monthly basis and Sainsbury's vouchers for meals that will be issued on a weekly basis for meal allowance.

A discretionary bursary may be available to the following students:

- Dependants of someone who is in receipt of Income Support
- Dependants of someone who is in receipt of Income-based Jobseeker's Allowance or Employment and Support Allowance
- Dependants of someone claiming the Guaranteed element of State Pension Credit
- Dependants of someone with a household income of less than £25,000
- Those who can demonstrate that they are facing financial hardship.

Derby Skillbuild requires evidence – usually in the form of bank statements - to demonstrate income any of the above.