



**STAMFORD  
PARK TRUST**

# **BURSARY, FREE COLLEGE MEALS AND CARE TO LEARN POLICY**

**DOCUMENT REFERENCE:** SPT/POL/000157/ASFC

**THIS POLICY APPLIES TO:** All staff and students

**OWNER/AUTHOR:** Assistant Principal – Engagement and Achievement/Bursary Officer

**ESTABLISHMENT LEVEL:** College

**APPROVING BODY:** Senior Leadership Team

**REVIEW CYCLE:** Annual

**DATE APPROVED:** 13/10/2022

**LAST REVIEWED ON:** 19<sup>th</sup> September 2025

**NEXT REVIEW DUE BY:** September 2026

**SUMMARY OF CHANGES:** Updated year; Care to learn details added; Household income threshold updated

**RELATED DOCUMENTS/POLICIES:**

**LEGAL FRAMEWORK/STATUTORY  
GUIDANCE:**

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The Bursary policy and procedures will be reviewed at a minimum on an annual basis to take account of changing demographics, budgets and government guidance policies.

## Introduction

This guide is non-statutory but the DFE expects institutions to use it as the basis of its bursary policies and to be able to show they comply with it at any audit.

## 1. Eligibility

To be eligible, students must satisfy the residency criterion. This means having a British or Northern Ireland passport, or

1. Having your passport endorsed to show you have the right of abode in the UK
2. Having 'settled status' in the UK.

Students must be aged **under 19 years** on 31<sup>st</sup> August in the academic year in which they start the course. Bursaries may be awarded in the following categories:

**Category A** Students who are Looked After Children (in care), care leavers, those who are on Income Support or Universal Credit Payment in their own name, and those registered as disabled and in receipt of Employment Support Allowance **and** Disability Living Allowance/Personal Independence Payment. Students in this category will be entitled to a bursary payment, in cash or goods (determined by the college) amounting to £1,200 per year. Category A has been determined externally (by central government) and the Bursary is therefore guaranteed for students in this category.

**Category B (Discretionary)** Students from households with a gross annual income (inclusive of any benefits/tax credits) of less than **£35,000** are likely to be awarded a bursary, but students from households where the gross annual income is up to **over this** are welcome to apply. Students who fall near the threshold are advised to apply as we constantly review the bursary. We require as evidence your P60/P45 whichever is applicable, along with all other proof of benefits including the previous 3 months of full Universal Credit statements

We require a copy of your latest Council Tax Bill and Housing Benefits statement (if appropriate).

**Category C (Discretionary)** Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation. Note: Students making a category C application must complete the 'Additional Information' (Section 5) section and provide evidence of household income.

**Care to Learn** To be eligible for a Care to Learn bursary, you must:

- Be under the age of 20 on 31 August 2025
- Be a parent

- Apply for the 16-19 Bursary.
- Provide evidence of household income less than £35,000.
- Use an OFSTED registered nursery, child-minder or after school/ breakfast club.
- Meet the residency criteria within the UK at the start of your study programme
- Be an enrolled student on a full-time course
- If your child requires before and after school care you will need to find a provider that accommodates before and after school hours. Full day rates will not be funded.
- Provide evidence that you are the main carer for the child e.g. Birth Certificate, Child Benefit letter or Child Tax Credit letter.
- Be the sole carer of the child and not have a partner able to look after the child while you attend College.
- Childcare costs are only paid for the days you attend college based on timetabled lessons.
- Children who are two, three or four years old and eligible for free childcare, this must be used in the first instance and then the college will pay any top-up fees if your application is successful.
- Where 2/3 year government funding is in place, this funding needs to be utilised term time only, to cover the student's timetabled hours fully. We are unable to support with funding if hours are being used all year round or stretched across morning/afternoon sessions.
- To support this funding structure the college requires childcare providers to deduct the funded hours from the settings daily rate.
- Term-time only contracts should be used, unless your course requires placement hours all year round.
- Funding is capped at £180 per child per week. If there are any additional costs due to registration or retainer costs, please inform the college.
- A financial support application form must be completed before a childcare application can be submitted. All supporting evidence must be submitted particularly income details; failure to submit evidence would result in the college being unable to confirm to the childcare provider that we are able to assist with childcare payments.

You will not be eligible for the college bursary if your household income is above **£35,000** **unless** there is more than one sibling studying at Ashton Sixth Form College **or** you are making a Category C application.

## 2. Policy & Procedures

Our procedures aim to ensure;

1. Equality and fairness in the allocating Student Bursaries, FCM and Care to Learn
2. That fair and consistent standards are applied in all areas.
3. That procedures adhere to legal and statutory requirements.
4. Bursaries, FCM and Care to Learn are administered quickly and fairly to those students identified as most needy.

5. To see full terms & conditions please refer to current year's Bursary & Free College Meals procedures and guidance and application form, which can be found at [www.asfc.ac.uk/support/bursary](http://www.asfc.ac.uk/support/bursary) or a hard copy can be obtained from the Bursary Office.

### 3. Advertising

The Bursary, FCM and Care to Learn is advertised in a number of different ways;

1. By poster around College.
2. On the College TV screens.
3. On the College web site and social media pages.
4. Announcements at assemblies.
5. In Tutorials.
6. By a stand on open days.

### 4. Applications

Bursary and FCM application forms can be obtained in the following ways

1. Downloading online at <http://www.asfc.ac.uk/support/bursary>
2. Care to Learn applications can be requested via the Bursary Officer

### 5. Unsuccessful Bursary Candidates

When your application has been assessed, you will receive an email once all applications have been processed informing you as to the reason why the application was unsuccessful.

### 6. Appeals

If you believe that the decision regarding your bursary application is incorrect, you should put in a letter of appeal to the **Bursary Appeals Committee or to Assistant Principal of Engagement and Achievement at the College address**. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College's usual complaints procedures as detailed on our website at [Our Policies- Ashton Sixth Form College- Transforming Lives Through Learning](#).