

# 19+ CHILDCARE BURSARY APPLICATION FORM 2023/24

## Use this form for Funding or College Nursery Places

Submit one form and supporting evidence for each child and RETURN VIA EMAIL to: [childcarebursaries@southbankcolleges.ac.uk](mailto:childcarebursaries@southbankcolleges.ac.uk)

<b>SUPPORT REQUESTED</b>			
Day Childcare <input type="checkbox"/>	Afterschool / Breakfast Club <input type="checkbox"/>	Wrap around Care <input type="checkbox"/>	
My child is receiving childcare/requires top up fund <input type="checkbox"/>			
<b>SOUTH BANK COLLEGES STUDENT DETAILS</b>			
Student Number:	Enter text		Date of Birth: DD/MM/YY
Family Name:	Enter text		
First Name:	Enter text		
Address:	Enter text		
Postcode:	Enter text	Telephone No:	Enter text
Email:	Enter text		
Ethnicity:	Enter text	Language/s Spoken:	Enter text
<b>COURSE INFORMATION</b> - Complete in full to avoid a delay in approval			
Are you enrolling for the second year of a 2-year course?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, did you receive childcare support last year?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your course funded by an Advanced Student Loan?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>I have a course offer for 2023/2024 on the following programme: List all courses except evening or Saturday courses</b>			
Course Title/s: Enter text			
Centre: SBC Brixton <input type="checkbox"/> SBC Clapham <input type="checkbox"/> SBTC 9 Elms <input type="checkbox"/>			
Start Date: DD/MM/YY	End Date: DD/MM/YY	Full Time/Part Time: Enter text	
<b>Please select your timetabled sessions</b>			
Monday AM <input type="checkbox"/> / PM <input type="checkbox"/>	Tuesday AM <input type="checkbox"/> / PM <input type="checkbox"/>	Wednesday AM <input type="checkbox"/> / PM <input type="checkbox"/>	Thursday AM <input type="checkbox"/> / PM <input type="checkbox"/>
Friday AM <input type="checkbox"/> / PM <input type="checkbox"/>			
<b>Funding for early years providers: 9am - 6pm (dependent on course timetables and campus)</b>			
<b>Tick all that apply:</b>			
Day time course with EVENING PRACTICAL CLASS e.g. Hair & Beauty		<input type="checkbox"/>	
Work experience (Employer letter to be attached)		<input type="checkbox"/>	
<b>CHILD'S DETAILS</b>			
First Name: Enter text		Child's Family Name: Enter text	
Child's Date of Birth: DD/MM/YY	Age: Enter text	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Does your child have SEN, disability or learning difficulties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give brief description: Enter text			
<b>EMERGENCY CONTACTS</b> - Details of 2 other people who can be contacted in an emergency (not including yourself)			

<b>Name:</b>	Enter text	<b>Name:</b>	Enter text
<b>Address:</b>		<b>Address:</b>	Enter text
<b>Telephone Numbers:</b> Enter number		<b>Telephone Numbers:</b> Enter number	
<b>(Home)</b> Enter number		<b>(Home)</b> Enter number	
<b>(Work)</b> Enter number		<b>(Work)</b> Enter number	
<b>(Mobile)</b> Enter number		<b>(Mobile)</b> Enter number	

### SINGLE EQUALITY SCHEME

To ensure we allocate places fairly to eligible students, in line with our Single Equality Scheme, please provide the following information.

**Are you a lone parent?** Yes  No

**If you consider yourself to have a disability, please tick the appropriate box:**

Learning Difficulty

Dyslexia

Mental Health Service user

Physical Disability

Other (specify): Enter text

### ELIGIBILITY CRITERIA - Failure to attach all relevant documentation will result in your application not being processed.

**Gross household income NOT exceeding £27,000 Gross or less?** Yes  No

**Are you in employment?** Yes  No

Do you have a spouse or partner? Yes  No

If yes, do they reside at your address? Yes  No

If yes, please attach their income/employment evidence.

**Please tick eligibility evidence provided: (no later than 3 months)**

Last 3 months Pay slips or 3 months bank statements OR P60

Self-employed earnings (official tax return)

**OR**

Universal Credit Award if the universal credit is replacing a DWP benefit.

**OR**

Most recent Working Tax Credit Award

**PLUS**

Proof of 3 years residency in the UK (Passport/biometric residence permit card)

Photocopy of your child's Full Birth Certificate

Photocopy of evidence of parental responsibility (if applicable)

### DECLARATION

**I am not an International student.** (I have no restrictions on my right of residence in the UK)

**I declare that the details shown above are correct and undertake to notify the College of any changes in my circumstances. I understand that withholding or providing false information may lead to further investigation.**

<b>Student's Signature:</b>	Enter text	<b>Date:</b>	Select Date.
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### STAFF USE

**Household income assessed as NOT exceeding £27,000: Yes**  **No**

**Child Care Approved**  Internal  External

**Child Care Not Approved**  Reason why? Enter text

Waiting List   1<sup>st</sup> Term  2<sup>nd</sup> Term  3<sup>rd</sup> Term

<b>Signed (Childcare Bursary Team):</b> Enter text	<b>Date:</b>	Select Date.
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## Agreement between South Bank Colleges and Student for the provision of Childcare Bursary Support 2023/2024

Student's Name:  Student ID No:

Child's Name: .

I agree to abide by the College conditions for childcare support (nursery places or funding), please initial in agreement each point:

1. Students are required to supply factual information and any documents that may be required and/or requested by the College at any time during the term of this Agreement. The College reserves the right to check all evidence supplied by interested parties. Childcare support will be immediately terminated should evidence prove non-factual.   
Students must show commitment to completing their college course by developing a record of excellent attendance of 90% or above.   
Student must respond to all childcare bursary team absence requests in a timely manner to avoid delayed provider payments.   
Students are liable to cover any withheld payments where absence evidence has not been received within the following month it was due.
2. Students are required to get authorisation, in advance, from their Curriculum Head for any foreseen absences e.g. appointments. **All absences must be supported by a doctor's certificate, appointment card or other evidence;** these should be emailed to the childcare bursary email address. Teams message is an acceptable form of evidence.
3. Attendance and eligibility monitoring will take place monthly. **Persistent unsatisfactory attendance will result in the College Nursery place being withdrawn, and/or the withdrawal of Childcare bursary support.** Where it is found that the student has withdrawn from the course, the support will be withdrawn immediately.
4. The College reserves the right to reclaim monies paid to childcare providers where the student has withdrawn before the end of the course. The student, and not the College, is responsible for any expenses incurred over and above the amounts agreed by the College, and the student agrees to pay such additional amounts.
5. Eligible students will get 100% of their childcare costs paid by SBC. Students receiving a College Nursery place or external Day-care/Breakfast/Afterschool childcare provider will not be required to pay contributions towards their childcare cost.
6. Childcare costs must not exceed the College limit per week;   
**£300** (0-4.11 years) **£600** (2 children 0-4.11 years) **£100** (BC/ASC) **£200** (Wrap around care from Childminder)
7. Students who have time off to have a baby during their course and intend on returning to College are entitled to retain their funding, as long as a Curriculum Head has agreed this in writing, and the authorisation has been given to the childcare bursary team in advance for approval. Students must inform the childcare bursary team of their intentions via email without delay to avoid payment delays with childcare providers.
8. Any contractual obligation/agreement arranged outside the terms and conditions of the College agreement, negotiated by the student acting as parent and carer, are the sole responsibility of the named student in their capacity as parent. **The College accepts no part of or liability for any additional agreements negotiated.**
9. If your course is extended your childcare agreement is NOT automatically extended. Prior request and referral to the finance team is required.
10. Childcare Bursary support is for a maximum of 36 weeks (week beginning 4 September 2023 to 28 June 2024).
11. Childcare Bursary support is given to students who reside with their child and for whom they have **parental responsibility**. Students will be asked to produce evidence of their relationship with the child, which must at a minimum, clearly show the name of the student and the child.
12. Should a student wish to terminate their childcare arrangements via email, or withdraw from their course and leave the College, they must give 4 weeks' notice to both the childcare provider and the childcare bursary team.
13. **In the case of a "pandemic" where the College is closed to students, the College reserves the right to withhold payments. Students are NOT permitted to bring their child/children to providers under such circumstances.**

14. The College is unable to fund childcare registration fees or deposits. **The College will not fund additional expenses such additional hours outside of the normal College timetabled requirements.**
15. SBC collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as a Further Education College. SBC is committed to being transparent about data it collects and uses that data lawfully in line with the new General Data Protection Regulation (or GDPR) which came into force on 25 May 2018.
16. The College reserves the right to withdraw support due to suspension, misbehaviour, fraud, or if the reputation of the College is brought into disrepute.

**NOTES: Taken from the Colleges' Bursary Policy 2023-2024**

**Priority will be given to:**

- Students completing their second year of a 2-year programme who were in receipt of the Childcare Bursary the previous year.
- 24+ students (L3/4) who have taken out a student Loan.
- Lone parents.
- Students and children with a disability or learning difficulty.

**College Nursery**

Students with children aged 2-4 years may be offered a place at the College Nursery. Nursery places are allocated based on the individual student's course timetable and other requirements e.g. ALS support or work experience. We accept students who are eligible for 2, 3 & 4 year free early years entitlement. Brixton and 9 Elms students may use the College nursery however this will be dependent on the timetable.

**External Childcare Provision**

If approved, students are required to find an **Ofsted registered childcare provider** of their choice (childminder, nursery school or out of school provision\*) and notify the details to the Childcare Bursary Team for approval.

\*Out of school provision is available only for children attending primary school).

**Childcare Bursary Team availability**

We are accessible via a weekly drop-in service in the learner support room ground floor opposite the canteen.

**Application Process**

- Submit the completed Childcare Bursary Application and supporting evidence to [childcarebursaries@southbankcolleges.ac.uk](mailto:childcarebursaries@southbankcolleges.ac.uk), only after you have been offered a place on a course.
- Submit as a word doc and attach to the email (to avoid application processing delays).
- You will be notified of the outcome of your application via email.
- Late applications may not be successful.
- If not approved, you will be placed on waiting list and informed via email. (***Waiting list does not guarantee funds will become available***).

**College Childcare Bursary Payments**

You are asked not to make any financial arrangements with childcare providers until you are approved by the childcare bursary team via email.

Students who have on-going absences, who are absent for any period greater than 2 weeks, or if attendance falls below 90% overall attendance in any month, will risk their childcare bursary being withdrawn.

All Childcare Bursary applicants have the right of appeal, firstly put this in writing using the College complaint form available from the College reception.

I understand that should my overall attendance fall below 90% in any month; my childcare bursary will not be paid if I do not submit evidence to support my absence within 1 month. I will be responsible for paying my childcare provider the missing payment.

Student Signature: Enter text

Print Name: Enter text.

Date: Enter text

