Use this form for 100% Funding <u>or</u> Free College Nursery Places

Submit one form and supporting evidence for each child and RETURN VIA EMAIL to: **childcarebursaries@southbankcolleges.ac.uk**

SUPPORT REQUESTED

Day Childcare ☐	Afterschool / Breakfast Club ☐	Wrap around Care ☐	My child requires top up fund ☐

STUDENT DETAILS

Student Number:	Date of Birth:
Family Name:	**First Name:**

Address:	Enter text		
Postcode:	Enter text	**Telephone No:**	Enter text
Email:	Enter text		
Ethnicity:	Enter text	**Language/s Spoken:**	Enter text

COURSE INFORMATION - Complete in full to avoid a delay in approval

Are you enrolling for the second year of a 2-year course?	Yes ☐	No ☐
If yes, did you receive childcare support last year?	Yes ☐	No ☐
Is your course funded by an Advanced Student Loan?	Yes ☐	No ☐

I have a course offer for 2024/2025 on the following programme: List all courses except evening or Saturday courses

Course Title/s: Enter text

Centre: SBC Brixton ☐ SBC Clapham ☐ SBTC 9 Elms ☐	
Start Date: DD/MM/YY	**End Date:** DD/MM/YY	**Full Time/Part Time:** Enter text

Please select your timetabled sessions

Monday	Tuesday	Wednesday	Thursday	Friday
AM ☐ / PM ☐	AM ☐ / PM ☐	AM ☐ / PM ☐	AM ☐ / PM ☐	AM ☐ / PM ☐

Funding for early years providers: 9am - 6pm (dependent on course timetables and campus)

Tick all that apply:

Day time course with EVENING PRACTICAL CLASS e.g. Hair & Beauty	☐
Work experience (Employer letter to be attached)	☐

CHILD'S DETAILS

First Name: Enter text	**Child's Family Name:** Enter text

Child's Date of Birth: DD/MM/YY	**Age:** Enter text	**Male ☐**	**Female ☐**
Does your child have SEN, disability or learning difficulties?		**Yes ☐**	**No ☐**

If yes, please give brief description: Enter text

EMERGENCY CONTACTS - Details of 2 other people who can be contacted in an emergency (not including yourself)

Name: Enter text	**Name:** Enter text
Address:	**Address:** Enter text

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(Home) Enter number	(Home) Enter number
(Work) Enter number	(Work) Enter number
(Mobile) Enter number	(Mobile) 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 single 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	

Childcare Bursary additional criteria

You must provide your **total household income** and tick the box(es) of all the relevant documentation that you are providing to support this, including details of benefits being received. Lack of supporting documents to evidence household income could either lead to delayed processing or unsuccessful application.

Gross Household Income for tax year 2023-2024 less than £27,000		Yes ☐	No ☐	
P60 (for all earners in the household)		Income Support / Universal Credit award letter		Full TCAN (Tax Credit Award Notice)	
Self-employed earnings (official tax return)		Other benefits/pension award letter		Wage slips (3 most recent wage slip)	

Evidence Provided

Child's Birth Certificate Copy/ Parental Responsibility Evidence ☐	Evidence of 3 years residence in the UK (Passport/BRP) ☐	Total Household Income Evidence ☐	Section 95 (Asylum Seekers Only) ☐

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.

Student's Signature:	Enter text	**Date:**	Select Date.

STAFF USE

Household income assessed as NOT exceeding £27,000: Yes ☐ No ☐
Childcare Approved ☐   Internal   ☐   External   ☐
Childcare Not Approved ☐   Reason why? Enter text
Waiting List   ☐   ☐1st Term   ☐ 2nd Term   ☐ 3rd Term

Signed (Childcare Bursary Team): Enter text	Date:	Select Date.

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Agreement between South Bank Colleges and Student for the provision of Childcare Bursary Support 2024/2025

Student's Name: Enter text.   **Student ID No:** Enter text

Child's Name: Enter text.

I agree to abide by the College conditions for childcare support (nursery places or funding):

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.

   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 such as Teams/texts/emails to teachers; these should be emailed to the childcare bursary email address.

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. 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)

6. 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.

7. 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.**

8. If your course is extended your childcare agreement is NOT automatically extended. Prior request and referral to the finance team is required.

9. Childcare Bursary support is for a maximum of 36 weeks (9 September 2024 to 4 July 2025).

10. 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.

11. 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.

12. 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.**

13. 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

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and uses that data lawfully in line with the new General Data Protection Regulation (or GDPR) which came into force on 25 May 2018.

14. The College reserves the right to withdraw support due to suspension, misbehaviour, fraud, or if the reputation of the College is brought into disrepute.

<u>Priority will be given to:</u>
- 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.
- Single parent household.
- Students and children with a disability or learning difficulty.
- Safeguarding/child protection reasons.

<u>College Nursery</u>
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.

<u>External Childcare Provision</u>
If approved, students are required to find an **Ofsted registered childcare provider** of their choice and notify the details to the Childcare Bursary Team for approval. Out of school provision is available only for children attending primary school.

I understand I have the right to appeal if I disagree with the outcome of my childcare bursary application. This appeal should be made to the Childcare Bursary Team. If I feel I have not been treated fairly I can follow the College's Complaints Procedure.

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

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