

19+ CHILDCARE BURSARY APPLICATION FORM 2022/23

Use this form for Funding or College Nursery Places

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

| | | |
|---|---|---|
| SUPPORT REQUESTED | | |
| 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"/> | | |

| | | | |
|--|------------|------------------|-------------------------|
| LAMBETH COLLEGE STUDENT DETAILS | | | |
| Student ID/Reference 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 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 <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"/> | |
| I have a course offer for 2022//2023 on the following programme: List all courses except evening courses | | | |
| Course Title/s: Enter text | | | |
| Course Code/s: Enter text | | Centre: Brixton <input type="checkbox"/> Clapham <input type="checkbox"/> Nine Elms <input type="checkbox"/> | |
| Start Date: DD/MM/YY | End Date: DD/MM/YY | Hours Per Week: Enter text | |
| Please select your timetabled sessions | | | |
| 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"/> | | | |
| Tick all that apply: | | | |
| Day time course with EVENING PRACTICAL CLASS e.g. Hair & Beauty | | <input type="checkbox"/> | |
| Starting at Clapham and transferring to SBTC Nine Elms | | <input type="checkbox"/> | |
| Work experience (Employer letter to be attached) | | <input type="checkbox"/> | |
| Online course only | | <input type="checkbox"/> | |

| | | | |
|---|-----------------|---------------------------------|---------------------------------|
| 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 <input type="checkbox"/> | Female <input type="checkbox"/> |
| Does your child have a disability or learning difficulty? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 |
| Telephone Numbers: Enter number | | Telephone Numbers: Enter number | |
| (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 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

Was your household income for the tax year 2021-22 £27,000 Gross or less? Yes No

Are you in employment? (Submit last 3 payslips) 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 3-6 months)

Wage slips (3 most recent wage slip)

P60 (for all earners in the household)

Self-employed earnings (official tax return)

Income Support /UC Statement

Other benefits/pension award letter

Full TCAN (Tax Credit Award Notice)

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)

Photocopy of evidence of total household income under £27,000

DECLARATION

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

I understand that excellent attendance of 90% or above is expected of me. Where attendance is unsatisfactory payments or nursery place/s will be withdrawn, withheld or reclaimed. 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 under £27,000: Yes No

Child Care Approved Internal External

Child Care Not Approved Reason why? Enter text

Waiting List 1st Term 2nd Term 3rd Term

| | | |
|--|--------------|--------------|
| Signed (Senior Nursery Manager): Enter text | Date: | Select Date. |
|--|--------------|--------------|

Agreement between Lambeth College and student for the provision of Childcare Bursary Support 2022/2023

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, as outlined below:

1. Students are required to supply accurate and 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 and/or inaccurate.
2. **Students must show commitment to completing their College course by developing a record of excellent attendance of 90% or above.** Where attendance is unsatisfactory payments or support will be withdrawn, withheld or reclaimed.
3. Students are required to get authorisation, in advance, from their HOF/Curriculum Manager /Group Leader's 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. 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. Any Childcare expenses incurred after the Colleges' final payment will be the students' responsibility.
4. **Students must respond to communication from the childcare team in a timely manner, in regards to absences to avoid withheld payments where an absence cannot be justified.**
5. The allocation of places to the College Nursery is priority for allocations, the College will allocate external childcare provision when a College Nursery place is unavailable or the child is under 2 years old.
6. 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.
7. **Eligible students will get 100% of their childcare costs paid by the College (as long as the limit is not exceeded). Students receiving a College Nursery place WILL NOT be required to pay a contribution. Students using external Day-care/Breakfast/After-school childcare provider WILL NOT be asked to make a weekly contribution towards their childcare cost.**
8. Childcare costs must not exceed the College limit per week;
£270 (0-4.11 years) **£540** (2 children 0-4.11 years) **£100** (BC/ASC) **£200** (Wrap around care from Childminder)
9. 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 tutor has agreed this in writing and has been given to the SNM/funding team in advance for approval. Students must inform the SNM of their intentions without delay to avoid payment issues with childcare providers.
10. Any contractual obligation/agreement arranged outside the terms and conditions of the College agreements, 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.**
11. If your course is extended your agreement is NOT automatically extended. Prior request and referral to finance is required. **By signing, the student is stating that they have parental/legal guardian responsibility for the children named in this Application Agreement.**
12. Childcare Bursary support is for a maximum of 36 weeks (week beginning 5 September 2022 to 1 July 2023).
13. Childcare Bursary support is given to students who reside with their child and for whom they have parental/legal guardian 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.
14. Should a student wish to terminate their childcare arrangements, 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.
15. **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.**
16. 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.**
17. The College will be unable to make any payments without the students' enrolment number.

18. Lambeth College collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as a Further Education College. Lambeth College 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.
19. Students who have internal (Lambeth College) Nursery Place with a child aged 2, 3 or 4 years old, may be entitled to claim 15 hours' free childcare during the week as part of national government policy.
20. I understand I cannot work on the days I have been allocated a college nursery place in particular the timetabled online learning weeks (unless it is related to your course).
21. 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:

Priority will be given to:

- Students enrolled on a course for academic year 2022/2023.
- 24+ student (L3/4) who have taken out a loan.
- Students in the second year of a 2-year programme who were in receipt of the Childcare Bursary the previous year.
- Lone parents.
- Students with a disability or learning difficulty.
- Full time courses.

College Nursery

Students with children aged 2-4 years may be offered a place at the College Nursery (Clapham). Nursery places are allocated based on the individual student's course timetable and other requirements e.g. ALS support, English & Math or work experience. We accept students who are eligible for 2, 3, & 4 year free early years entitlement. Brixton and Nine Elms students may use the college nursery as long as their timetables enables punctual drop off and collection.

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 Senior Nursery Manager for approval.

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

Application Process

- Submit the completed Childcare Bursary Application and supporting evidence childcarebursaries@lambethcollege.ac.uk only after you have been offered a place on a course at Lambeth College
- **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 by email once the allocation process commences in August.
- Applications submitted after September may not be successful.
- If not approved you may be placed on waiting list.

Childcare Bursary Payment Method

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

Students who have on-going absences, who are absent for any period greater than 2 weeks, or if attendance falls below 90% in any month, will risk their childcare bursary being withdrawn. Monthly payment is dependent on the student's monthly attendance for all their enrolled courses. If funding is withdrawn, the student is responsible for any costs owed to the childcare provider.

The first payment will be after the Autumn half term, to allow initial attendance reports to be generated and monitored.

Childcare Bursary is a discretionary fund and due to the limited nature of the fund, meeting the criteria does not guarantee funding. All applicants to the Childcare Bursary have the right of appeal. Any student wishing to complain should firstly put this in writing using the college complaint form available from the college reception.

I understand the Lambeth College Childcare Bursary agreement and that should my attendance fall below 90% in any month my childcare bursary will be withdrawn and I will be responsible for paying my childcare provider. I am responsible for submitting adequate evidence to support my absence.

Student Signature: Enter text

Print Name: Enter text.

Date: Enter text