20+ Childcare Application for support from the Learner Support Fund 2022-23

PLEASE NOTE THIS FORM & EVIDENCE MUST BE RETURNED ELECTRONICALLY TO: FUNDINGAPPLICATIONS@WIGAN-LEIGH.AC.UK

Applications to be submitted for consideration before 10/06/23

FOR OFFICE USE ONLY
Student EBS No.
Date received
Received in Funding Office

Eligibility Criteria

- Please refer to guidance notes in Part G of this application
- An explanation of how your personal information is handled can be found in the Privacy Notice on the Wigan and Leigh College website

Important Note – Eligibility to this fund does not guarantee an award.
Funding is limited and will be allocated on a first come, first served basis.

Part A: Personal Information

Surname		Forename			
Date of birth		Age at 31/08/22		Nationality	
Have you been resident in the UK/EEA for the last 3 years?				Yes ☐	No ☐
Are you an Asylum Seeker? **(If yes, please supply a photocopy of your ID card and documentation)**				Yes ☐	No ☐
Home address					
				Postcode	
Home Tel No.		Mobile No.			

Part B: Course Information

Current Course		Full time ☐	Part time ☐
Course Tutor		Placement* ☐	
College Centre		***Letter from placement required as evidence**	

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

Please attach a copy of your official timetable to support.

Funding start date		**Funding end date**	

Important Notice

No formal contract will exist between childcare providers and the college or Learner Support Fund. The college will pay the childcare provider directly on behalf of the students who will be expected to adhere to current college policies to ensure continued payment. Students will receive support for up to a maximum of 36 weeks per academic year and up to £7,500 per student can be paid out each year in childcare funding.

College/course holiday periods will not be covered by the fund; the student will be responsible for negotiating and paying any costs during these periods directly with the childcare provider.

Part C: Financial Information

Paid Employment	Yes ☐	No ☐	Pension Tax Credits	Yes ☐	No ☐
Job Seekers Allowance/ Employment Support Allowance	Yes ☐	No ☐	Incapacity Benefit/ Disability Living Allowance	Yes ☐	No ☐
Income Support	Yes ☐	No ☐	Working/Child Tax Credits	Yes ☐	No ☐
Universal Credit	Yes ☐	No ☐	Any other income e.g. private pension	Yes ☐	No ☐

Evidence to Support Application – please attach a photocopy of one of the following:

- Working Family or Child Tax Credit document (2022/2023) – all pages.
  or
- Universal Credit document, benefit confirmation letter (dated within 3 months of application) and a copy of child(ren)s birth certificate
- or
- ID card and supporting documentation

In addition, please provide evidence of the following as applicable:

- A copy of official course timetable to indicate how many days attendance timetabled each week.
- Evidence of the childcare providers OFSTED registration.
- A letter from your placement setting detailing days of attendance and start and end date of placement
- In the case of attendance agreements on medical grounds, all relevant medical documentation to support claim.

Part D: Childcare Provider Details

Name			
Address			
		Postcode	
Telephone No			
Email			
Ofsted No			

If using more than one childcare provider, please complete their details on a separate sheet and attach with all other evidence.

Part E: Child(ren)s Details

Name		Date of birth	
Name		Date of birth	
Name		Date of birth	
Name		Date of birth	

Please indicate ✓ if any of these children will be eligible for funding from the Local Education Authority (LEA) – 15 hours free funding for 2 year and 3 year olds.

Part F: Students Declaration

To be eligible for this fund you must sign this declaration:
I have read Part G: Information and Guidance and I agree to the Terms and Conditions as set out in this application. Please detach and keep Part G for your reference.
I understand that I am expected to attend above 90% and that action will be taken as set out in the fund guidelines if I fail to do so.
I will inform The Funding Team immediately should any circumstances arise that impact on my attendance at college.
I will inform The Funding Team immediately if I decide to withdraw or complete my course early. I understand that I will be liable for any notice period should I withdraw.
I will inform The Funding Team if I obtain alternative funding e.g. the Childcare Element of Working Tax Credit or LEA hours.
I have supplied a true account of my personal and financial circumstances to access this support.
I agree to you contacting my childcare provider regarding information concerning my childcare arrangements and funding support.
By signing and submitting my application, I agree to the collection of my personal and financial information for assessment purposes. These will be held in accordance with the General Data Protection Regulations.

Signature of Student		**Date**	
Print Name			

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Additional Information:

Data Protection

Wigan & Leigh College collect information about our students for a variety of reasons as declared in our data control registration, details of which are available on the Information Commissioner's Office website.

Please see your fee receipt/learning agreement for further information.

Please submit your completed application to fundingapplications@wigan-leigh.ac.uk with ALL required evidence – no evidence or insufficient evidence will result in your application being returned to you delaying the assessment process.

Applicants MAY be called for interview.

Part G: Information & Guidance

Students studying a Level 3 or higher Further Education course and in receipt of an Advanced Learner Loan may be eligible to apply for childcare through the Advanced Learner Loan Bursary

Please read the information in this guidance carefully. If you do not understand any of the points please ask to speak to a member of The Funding Team for further information.

Childcare Support via the Learner Support Fund is used to assist students who may have difficulties in completing their course because of financial hardship.

The allocation for Learner Support Fund is finite; students who are eligible for support are not automatically entitled to it.

Preference will be given to low income workers, students in receipt of a means tested benefit, ex-military personnel, single parents and families where one partner has a registered disability.

Who can apply?

- Those who meet the personal eligibility rules in The Education Skills Funding Agency (ESFA) guidance to access this funding.
- Students enrolled on an ESFA funded course at Wigan & Leigh College, not a Higher Education course or a self-financing course.
- Students on full and part time courses are eligible to apply for this support.
- Single parent or those who have a partner with a registered disability and are in receipt of a means tested benefit.
- Working families on a low income (household income below £25,000). Families with 3 or more children to support and income above £25,000 at the discretion of the Director of Finance.

Conditions of the support offer

- Offers will be made on a first come, first served basis to students who meet the criteria until all allocated funds are spent.
- Meeting the eligibility of the fund does not entitle a student to an award because there is a finite amount of funding available.
- All money will be paid directly to the childcare provider.
- It is the responsibility of the student to ensure all paperwork is completed and returned on time to meet the agreed payment dates in each half term, with particular reference to confirmation of payment forms.
- Awards are to support all class based and mandatory placement hours.
- The maximum amount payable to any one student will be £7,500 in an academic year.
- Childcare support will only be paid to an OFSTED registered childcare provider.
- If the child of a student is entitled to LEA hours (15 hours of government funded childcare) then these hours must be used to meet childcare needs first.
- Maximum of 36 weeks funding per year.
- College/course holiday periods will not be covered by the fund; the student will be responsible for negotiating and paying any costs during these periods directly with the nursery.
- All students accessing the fund will be expected to maintain 90% attendance or their offer may be affected (please read the next section carefully).
- Any student who withdraws from a course before it is completed will be liable to pay any notice period to the childcare provider.
- All applications for childcare support must be submitted before 10/06/23 in order to be processed before the fund closing date 01/07/23. Applications received after this date will not be eligible for funding.
- Reasonable adjustment will be made for those with disabilities or severe medical conditions. Please speak to The Funding Team about an individual attendance plan.

All students who do not meet the eligibility criteria will be directed to seek support from Working Tax Credit or Job Centre work schemes where appropriate. All students are encouraged to consider the use of safe, wider family networks where possible.

Evidence to Support Application

- Proof of earnings e.g. P60 (2021/2022), Working Family or Child Tax Credit document (2022/2023), Universal Credit document, benefit confirmation letter (dated within 3 months of application), the last 6 weekly or 3 monthly payslips.
- A copy of their official course timetable to indicate how many days the student attends each week. The amount of days will be used to calculate their childcare allocation and will include any mandatory placement support.
- Evidence of the childcare providers OFSTED registration.
- A letter from your placement setting detailing days of attendance and start and end date of placement if applicable
- In the case of attendance agreements on medical grounds, all relevant medical documentation to support a claim.

The Appeals Process

- All appeals against a funding decision should in the first instance to be made in writing, within 15 days from receipt of the award notification to the Director of Finance. Appeals will be reviewed against the criteria and the funding available at the time of the decision. The decision will be final.
- All appeals must be submitted by 01/06/2023 as the funds will close 01/07/23 and no further payments can be made after this time.
- Complaints about any appeal can be made through the college's standard complaints procedure.

Further Information

Part time students on further education courses can also apply for support from this fund but would normally receive a proportion of the funding awarded to full time students.

There may be cases of students who are not in the preference groups identified on page 1 of this form but whose circumstances indicate that they would benefit from an allocation from the Learner Support Fund. These cases will be considered on their own merits and through an assessment of appropriate evidence by The Funding Team, an interview to support these applications may also be required.

In accordance with The Education and Skills Funding Agency guidelines for this fund all claimants who have been mandated for training (whether full or part time) will have their travel and childcare costs met by Jobcentre Plus where required. Therefore the discretionary Learner Support Fund will not provide support for travel and childcare in these instances. Jobcentre Plus advisors also have a discretionary fund to pay for these expenses for customers who access skills training on a voluntary basis and it is the colleges recommendation that all eligible applicants seek this funding in the first instance.
All details provided to support an application will remain confidential. (See Data Protection)

Please detach and keep Part G: Information and Guidance for your reference