

LIGHTHOUSE FUTURES TRUST FINANCIAL SUPPORT SCHEMES

INTRODUCTION

Lighthouse Futures Trust (LFT) promotes equality, diversity, inclusion & social mobility by using financial support to remove financial barriers to learning, which may prevent students from enrolling, fully participating, completing and progressing from courses.

Our policy seeks to ensure that:

- Student funds are distributed in accordance with the regulations and guidelines laid out by funding agencies
- Administration of financial support funds meets the needs of students and removes financial barriers to learning
- Systems are in place to administer, record and monitor funds, ensuring they are used for their intended purposes.

OBJECTIVES

LFT receives small, annual allocations of funding from the Education & Skills Funding Agency (ESFA) to provide financial support for students. LFT's role is to administer these funds and distribute them to eligible students in order to help overcome barriers.

Funding is allocated in areas i.e. is based on student details from the prior year. As the LFT 2020-21 allocation is based on 10 students it only amounts to £1,320 a year for the Discretionary Bursary and £712 for free school meals. The discretionary bursary element covers travel costs, and specific individual requirements for equipment, clothing etc. We also have an Emergency Fund. Students meeting specific criteria may also be eligible for a Vulnerable Person's grant.

Where a student requires essential kit, equipment, uniform, trips and visits as part of their curriculum, this will be provided by LFT at no cost to the student.

MAIN ELIGIBILITY CRITERIA

Students must be

- enrolled on our Supported Internship programme
- have an EHCP (Education, Health and Care Plan)
- meet the residency requirements to qualify for being a "home student"
- abide by LFT's Attendance and Behaviour policies

LFT reserves the right to recover funds (where appropriate) from students who: withdraw from the programme; make a false application; do not attend a minimum of 90% of the curriculum (including English, Maths, work placements, timetabled events).

Eligibility for financial support is primarily based on household income and availability of other financial support which means it is usually restricted to:

- Students in direct receipt of income assessed stated benefits or named as a dependent of a person on such benefits
- Students living in a household with a gross annual income of £22,000 or below (travel and meals) or £22,001-£26,000 travel only.
- Students with a gross income of under £16,009 if living independently on their own.

Students who do not have their own income and who are living in a household, need to provide evidence of the household income.

LFT reserves the right to apply discretion to ensure that individual students' needs and personal circumstances are taken into account when decisions are made.

In the majority of instances, support will be provided in the form of goods or services such as: travel passes, free food, sanitary protection etc. In exceptional circumstances, and at LFT's discretion, students may be paid by BACS payment directly into their bank account.

An Emergency Fund is also available to provide financial support to students who need short-term help or face crises such as a travel pass to enable a student to get home. In these circumstances the fund will be recorded on student records but it is unlikely that a fully application is deemed appropriate.

Outside of the Emergency Fund, support will only be provided from the date a fully completed application form and supported evidence is received by LFT. Each application will be individually assessed.

Eligibility for financial support does not give automatic entitlement to funds as funding is limited.

If a student does not agree with the Awards decision, they should discuss with their Job Coach who will explain the Appeals procedures.

SPECIFIC SCHEMES

1. Discretionary Bursary

LFT can award a "discretionary" bursary where an individual student (who meets the family income criteria) has identified a specific need that they cannot afford. Bursaries are intended to contribute towards expenses such as:

- Any specialist clothes/uniform that might be needed to work on specific sites
- Additional equipment and resources – books, IT equipment such as laptops, tablets
- Educational trips/outings

The evidence that we would need to see includes 1 or more of the following:

- P60
- Income Support/Universal credit award letter
- Self Employed Earnings (official tax return)
- Other benefits/pension (award letter)
- Wage slips for the household for the last 3 months
- Employment and Support Allowance

Receipt of a discretionary bursary does not affect receipt of other means-tested benefits paid to families.

2. Travel Passes

Students should first consider approaching Leeds City Council for support. This is available for post-16 students with a recognised learning difficulty or disability. It is only applicable for: children & young people resident in Leeds whose parents/legal guardians pay Council Tax to Leeds City Council. Leeds City Council (LCC) will assess what best meets the needs of the young person, provide value for money and is sustainable.

Students need to: have an EHC plan which demonstrates that the need for support is apparent and designates Lighthouse Futures Trust as their educational destination; if they don't have an EHC plan but do have a disability, mobility problem, congenital or permanent medical condition (for example arthritis or cystic fibrosis) that means they cannot reasonably be expected to walk to school.

They need to be living more than 3 miles from college (measured by the nearest available walking route) and attend college for at least twelve hours of guided learning each week of the academic year. Further information can be obtained by ringing 0113 5351990 or by going to the website [Children's transport policy \(leeds.gov.uk\)](https://www.leeds.gov.uk/childrens-transport-policy). In general families need to be in receipt of Working Tax credits or Universal credit to be eligible.

LFT can make an award from our Discretionary Bursary to students who meet the financial income criteria. If successful, eligible students will be issued with the most cost-effective travel pass available. In the vast majority of cases, this will be an electronic First Bus M ticket or equivalent travel pass. To qualify for help with travel costs, a student must live 1.5 miles or more from the place of study. For eligible students living outside the Leeds Local Authority area, a contribution of £269 (the equivalent of an annual First Bus Pass) will be made towards travel.

Exceptions to this will be considered on a case by case basis such as if a student is a looked after child, care-leaver or has safeguarding, health or other issues. A medical letter or other supporting letter and a statement from a member of staff must be provided in support of the application.

Once the interns are on placement, LFT can include the costs of travel to the workplace via the Access to Work scheme.

3. Free Meals

We can provide free lunches for some interns. This, too, is linked to family income so we would need a copy of one or more of the following documents dated within the last 12 months, or a recent bank statement showing payment of the benefit/award into your bank account. Evidence can include:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration & Asylum Act 1999
- The guarantee element of State Pension Credit or Pension Credit
- Child Tax Credit (providing you are not entitled to Working Tax Credit) and have an annual gross income of under £16,190
- Working Tax Credit run-on (paid for 5 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with net earnings not exceeding the equivalent of £7,400 p.a.)

Free meals will usually consist of: sandwich, crisps, snack bar, fruit and a soft drink. We will respond to any specific dietary requirements where possible. From time-to-time hot meals or take-aways may also be made available. Only student who attend 2 sessions or more, spanning a meal break, or who attend for more than 5 hours a day are eligible. Water is freely available during the day and all students are eligible for hot drinks at meal breaks.

4. Emergency Fund

This is for one-off emergencies such as paying for a bus pass to enable a student to go home. Decisions can be made by: CEO; Head of Internships; Operations Director; or the Finance & Business Manager. Contributions to the Emergency Fund need to come from the 16-19 Bursary fund allocation or from LFT's own funds.

5. Priority Fund for Vulnerable Groups

This is for students who are a child looked after by the Local Authority, a Care Leaver or who are in receipt of Income Support, Universal Credit, Employment & Support Allowance, Disability Living Allowance or Personal Independence Allowance in their own right.

The bursary is up to £1,200 a year and is paid in addition to other Student Fund awards. They also need to demonstrate financial need and be on a programme that lasts for 30 weeks or more. There is a separate procedure for this which requires a submission to the Student Bursary Support Service (SBSS).

LIGHTHOUSE FUTURES TRUST – FREE MEALS OR TRAVEL PASS APPLICATION 2020-21

Guidance Notes

Please complete the form in BLOCK CAPITALS or online

Section 1 – Your Personal Details

Student Name	
Gender: Male/Female/rather not state	
Date of Birth (date/month/year)	
Home address	
Phone Number	

Section 2 – Your Household

Please complete details of all other adults over the age of 18 living in the household who are either employed on a full or part-time basis, or in receipt of one of the benefits listed in Section 3. If none, go straight to Section 3

Name	Date of Birth	Relationship to Intern

Section 3 – Free Meals

In order to receive free meals at college, you need to provide evidence of being in receipt of one of the benefits listed below. We will need to see all pages of the benefit/award letter dated within the last 12 months, or a copy of a recent bank statement showing payment into the bank of the benefit. Please tick or cross below.

Income Support	
Income-based Jobseekers Allowance	
Income-related Employment and Support Allowance (ESA)	
Support under Part VI of the Immigration & Asylum Act 1999	
The guarantee element of State Pension Credit	

Child Tax Credit (providing you are not entitled to Working Tax Credit) and have an annual gross income of under £16,190	
Working Tax Credit run-on (paid for 5 weeks after you stop qualifying for Working Tax Credit)	
Universal Credit (with net earnings not exceeding the equivalent of £7,400 p.a.)	

Section 4 – Declaration

By signing this declaration you confirm that

- The information given on this form is correct and true (to the best of your knowledge)
- You will inform Lighthouse Futures Trust of any changes to your personal, family or financial circumstances
- You agree to the Trust sharing any relevant information with third parties if appropriate
- You understand that providing false information to gain access to funds is fraudulent and may be reported to the appropriate authorities
- Your understand that, if you refuse to provide information which may be relevant to your claim, the application will not be accepted

Signed	
Date (Date/Month/Year)	

LIGHTHOUSE FUTURES TRUST – DISCRETIONARY BURSARY FUND APPLICATION 2020-21

Guidance Notes

- Please complete the form in BLOCK CAPITALS or online
- Please complete all sections of the form
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Section 1 – Your Personal Details

Student Name	
Gender: Male/Female/rather not state	
Date of Birth (date/month/year)	
Home address	
Phone Number	

Section 2 – Your Household

Please complete details of all other adults over the age of 18 living in the household who are either employed on a full or part-time basis, or in receipt of one of the benefits listed in Section 3. If none, go straight to Section 3

Name	Date of Birth	Relationship to Intern

Section 3 – Income. Please note, if your household income exceeds £25,000 you are unlikely to be eligible for a discretionary bursary unless there are exceptional circumstances.

Do you or anyone listed at Section 2 receive any of the following benefits? If so, please tick yes and provide copies of a recent bank statement showing payment of the benefit into your bank account or a copy of all the pages of your benefit/award notice dated within the last 12 months.

Income Support	Yes / No
Jobseekers Allowance	Yes / No
Employment and Support Allowance	Yes / No
Guarantee element of State Pension Credit	Yes / No

Are you, or anyone mentioned in Section 2, employed on a part-time or full-time basis?

YES / NO (please delete as appropriate)

If yes please tick what evidence you are providing (for each person in employment). This might be: recent wage slips (last 3 months), tax return or P60.

Wage slips: last 3 months for each household member	Yes / No
P60	Yes / No
Self-employed earnings (official tax return)	Yes / No

Section 4 – Discretionary Bursary

We have detailed below the types of costs associated with attending Lighthouse Futures Trust that you might incur. We do not anticipate interns needing any special uniform for work and, if this is required, it will usually be provided free-of-charge. Similarly with trips and outings, the Trust will pay for transport costs.

- 4.1 Travel. You cannot claim for travel to College but you can claim for travel to work experience placements. Please provide details below of what kind of transport costs you need support for (petrol, bus, taxi, bicycle etc) and the amount per week

- 4.2 Equipment & Resources. Most of the equipment interns will need during the day (access to online software, Chromebooks etc) are provided free of charge. However, they may need access to additional equipment/resources such as: books, living skills aids, mobility aids, IT equipment to use at home etc. Please provide details below and an estimate of costs.

- 4.3 Other Costs. Please provide details below of any other costs that you might incur as part of the internship where you believe the costs may be relevant for a bursary contribution.

Section 5 – Other Information. Please use this space to provide any additional information to support your application.

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Section 6 – Declaration

By signing this declaration you confirm that

- The information given on this form is correct and true (to the best of your knowledge)
- You will inform Lighthouse Futures Trust of any changes to your personal, family or financial circumstances.
- You agree to Lighthouse Futures Trust processing the personal information in this form in order to assess your eligibility for a Discretionary bursary.
- You agree to the Trust sharing any relevant information with third parties if appropriate.
- You understand that providing false information to gain access to funds is fraudulent and may be reported to the appropriate authorities
- You understand that, if you refuse to provide information which may be relevant to your claim, the application will not be accepted.
- You understand that any monies you may receive from the Fund will be paid on the condition of standards of attendance and behaviour, as explained in relevant Trust policies including the requirement to attend regularly and complete the internship.
- You understand that any monies you may receive from the Fund have been awarded to provide you with financial support to allow you to continue in education and, if you leave education, all financial support will stop.
- You understand that you do not have an automatic entitlement to a Discretionary Bursary payment and all payments are based on the information you have provided.
- You are clear that any Discretionary payments you receive are to provide you with the means to remain in education and are to be used for items such as: equipment, books, travel costs, meals, additional costs.
- You understand you have the right to appeal if you disagree with the outcome of your Discretionary Bursary Application. This appeal should be made in writing to the CEO of Lighthouse Futures Trust.
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Signed	
Date (Date/Month/Year)	