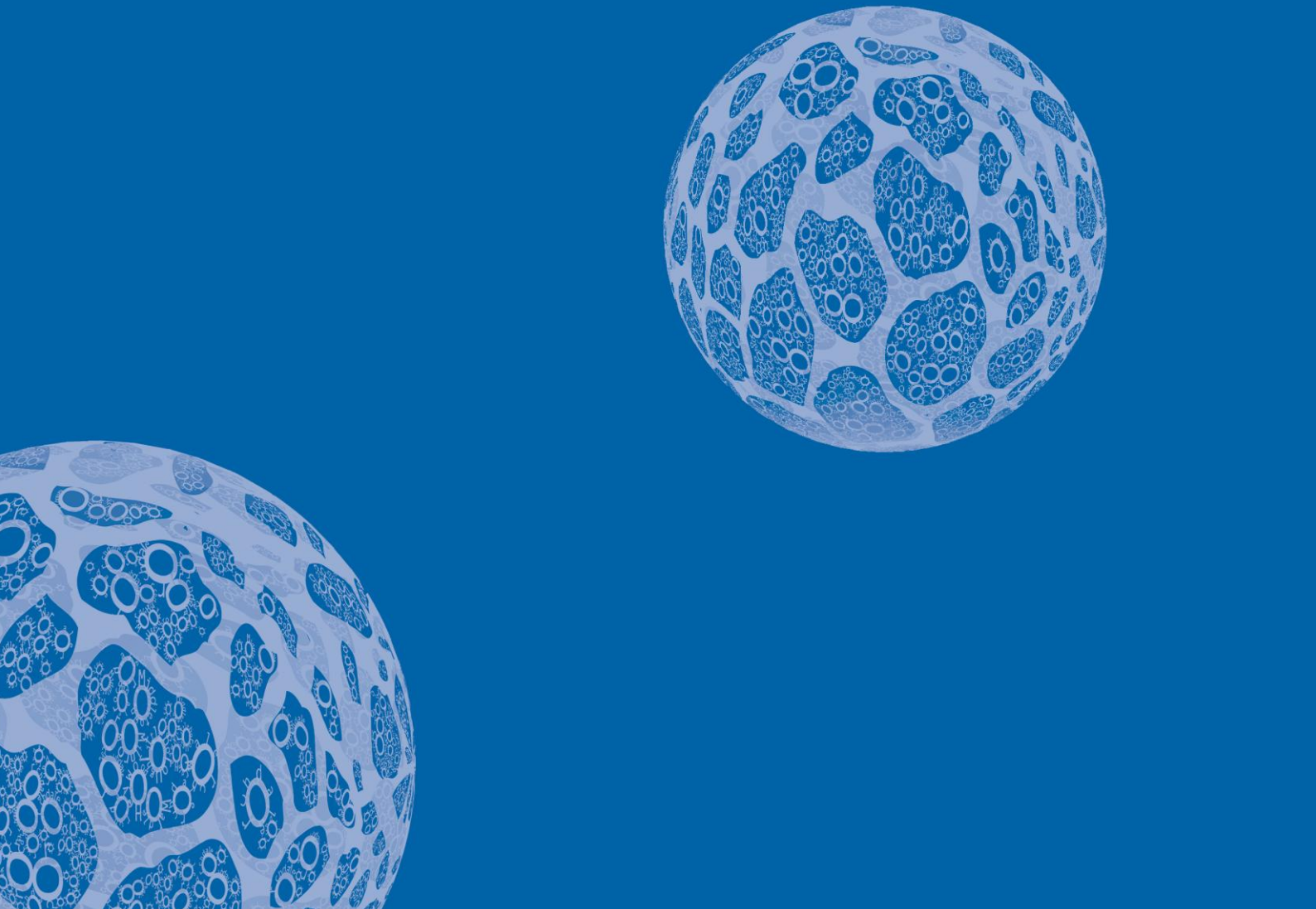


Guidance Document

HIGHER EDUCATION BURSARY FOR CAREED FOR CHILDREN



Document Control

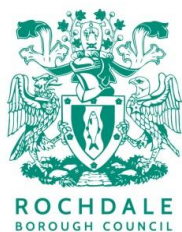
Document Title: HIGHER EDUCATION BURSARY PROTOCOL FOR CARE FOR CHILDREN

Summary

Publication Date	DECEMBER 2016
Related Legislation / Applicable Section of Legislation	<p>The Children Act 1989 (Higher Education Bursary)(England) Regulations 2009</p> <p>Children (Leaving Care) Act 2000</p> <p>Children and Young Persons Act 2008</p> <p>Care Standards Act 2000</p> <p>Care Leavers Regulations 2010</p> <p>The Children Act 1989 Guidance and Regulations: Volume 3: Planning Transition to Adulthood for Care Leavers</p>
Related Policies, Strategies, Guideline Documents	Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers (revised January 2015)
Replaces	
Joint Guidance Document (Yes/No)	NO
Name of Partner(s) if joint	
Guidance Document Owner (Name/Position)	CHILDREN'S SOCIAL CARE SMT
Guidance Document Author (Name/Position)	CHRISTINE FOSTER (INTERIM HEAD OF SAFEGUARDING)

Review of Guidance Document

Last Review Date	
Review undertaken by	



Guidance Document
HIGHER EDUCATION BURSARY FOR CARE FOR CHILDREN

Next Review Date	1/12/17
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Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number
CHILDREN'S SOCIAL CARE SMT	SMT	DECEMBER 2016	V0.01



Higher Education Bursary Protocol

1. Introduction

Cared 4 Children who successfully apply for and are allocated a place at University / College on a Higher Education Course for at least two years will be paid a Higher Education Bursary award of up to £2000. This Protocol identifies how this money will be paid and under what circumstances funding would cease.

2. Payments

The Bursary Payment is for the Higher Education Course to support the young person with the costs associated with their course.

Each young person would be provided with a percentage of their Bursary per year. It is proposed that payment would be made during the final term at University for the respective year of attendance. The Bursary is for attendance on a Higher Education Course therefore the payment should be at a stage where the young person has completed the majority of that year's course.

Most Higher Education Courses are undertaken across a three year period therefore, one third will be paid each year, or if over a four year period, a quarter paid per year.

3 years - £666

4 years - £500

Payments would be made to the Young Person's bank account directly.

Where the young person is making arrangements for university whilst they remain Cared 4 and under 18 years of age, their Social Worker is responsible for submitting the appropriate finance request form and making arrangements for the Bursary Payments to be made as outlined above. Where the young person is over 18 years of age, their Personal Adviser would be the responsible worker.

A finance request form should be completed to indicate the dates the Bursary should be paid on for the duration of the Higher Education Course. The budget code should be included on the form and authorisation would be via the Head of Service.

3. Withdrawal of Payments

If the young person withdraws from the Course prior to the final term in their first year, they would not receive any Bursary payment. If they withdraw in year two or three prior to the final term, funding would not be paid for that or any subsequent years.

Components of Your Guidance Document

Contents Page (Optional)

Consisting of:

- Table including list of section/sub-section headings and page numbers

Executive Summary (Optional)

Consisting of:

- Synopsis including the documents aims
- Whom the document is applicable to
- If new document, reason for development
- Documents to be read in conjunction with

1. Introduction (Mandatory)

Consisting of:

- Rationale stating why the document is necessary. It will include reference to any relevant guidelines, statutory requirements or other recommendations.
- Scope; this defines for whom and where the document will apply.
- The major underlying principles on which the document is based.

2. Guidance (Mandatory)

Consisting of:

- Actual guidance. A guidance document may include several sub-headings under this topic.

3. Process for Monitoring Compliance and Effectiveness of the Guidance Document (Mandatory)

Consisting of:

- An outline of the proposed methodology and approach for the review of effectiveness and/or compliance with required standards

4. Guidance Document Review Date (Mandatory)

Consisting of:

- Date guidance document will be reviewed

5. Glossary of Terms (Optional)

Consisting of:

- Definition of technical or specialised terminology used within the document

Term	Meaning

6. Supporting Documents (Optional)

Consisting of:

- Details of any supporting/linked documents that should be considered to enable effective application and utilisation of the guidance document.

7. References (Optional)

Consisting of:

- A list of documents referred to in the main body of text

8. Appendices (Mandatory, if mentioned in other sections)

Consisting of:

- Additional material necessary to the delivery of the guidance document requirements
- Implementation plan
- Equality Impact Assessment

Rochdale Borough Council
Number One Riverside
Smith Street
Rochdale OL16 1YH

 www.rochdale.gov.uk

 01706 647474

 council@rochdale.gov.uk

