

Care Leavers and Estranged Students Support Policy

Approved by HE Academic Board & LCC Policy Panel on 26th March 2021

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
White Rose Academies Trust	
University Centre	Х

CHANGE CONTROL

Version:	1	
Approved by:	HE Committee HE Academic Board & LCC Policy Panel.	
Date approved:	26th March 2021	
Name of author:	Higher Education	
Name of responsible committee:	Higher Education	
Related policies: (list)	 Bursary Policy HE Student Support Procedure General Appeals Policy General Appeals Process Student Guide to Appeals and Complaints 	
	Date:	
Equality impact assessment completed	Assessment type □ Full □ Part	
	x Not required	
Policy will be communicated via:		
Next review date:	July 2024	

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1. POLICY STATEMENT

This policy applies to care leavers and estranged higher education students who are studying at University Centre Leeds.

Its purpose is to ensure that these students are aware of the care leaver and estranged students support package and how it is administered.

University Centre Leeds understand that young people who are estranged or who are leaving the care system may face challenges and may have very different concerns about starting a degree than other students.

To help care leavers and estranged students make informed decisions about their higher education and degree choices, University Centre Leeds can offer:

- Personalised tours:
- Foster Family / Care Experienced Taster Days;
- 1:1 Application support;
- Contextual admissions.

To help support new students leaving care or estranged students to start full time higher education at University Centre Leeds, the following financial support will be offered:

- Care Leavers / Estranged Students Bursary (up to £1000 awarded by University Centre Leeds);
- Supporting the cost of interview travel and/or on-course materials (where applicable up to 50% of costs):
- Supporting the cost of graduation gown hire and photographs (up to 50% of costs);
- Act as guarantor for student accommodation agreements.

Payment will be made in two instalments (October and February).

Other support offered to care leavers and estranged students include:

- Nominated care leavers support from the University Centre Leeds HE Progression and Wellbeing Officer and /or a named contact from within the Safeguarding Team;
- Buddying and/or mentoring schemes;
- Mental health and wellbeing support and/or counselling.

The financial support outlined above is intended to support:

- students who are leaving care to attend university; or
- · students who have been living independently since leaving care; or
- students estranged from their family.

2. POLICY AIMS/OBJECTIVES

The aim of the policy is to:

- Ensure that procedures are explicit and applied fairly and consistently;
- Ensure that information and guidance provided for students is accurate;
- Ensure that the decision-making process and outcomes are transparent and demonstrably rigorous and fair.
- Ensure that outcomes are monitored and reviewed on an annual basis.

3. DETAILS OF THE POLICY

Policy	Bursary Policy	Quality Code Ref
Care Leaver	Eligibility for the bursary is dependent on the following	
Bursary	essential criteria:	
	Students must provide evidence that they have left care prior to starting higher education.	
	Support will normally be provided to students under the age of 25.	
	Further criteria includes:	
	Students must provide a copy of your student finance breakdown from Student Finance England for each relevant academic year; and	
	 Students must provide details of their bank account so that the bursary can be paid directly to the student via BACS; and 	
	 Students must remain registered on their course up to the payment of each instalment of the bursary in each academic year of your course. 	
	Payment will be made in two instalments (October and February).	
Estranged Students	Eligibility for the bursary is dependent on the following essential criteria:	
Bursary	Students must provide evidence that they are estranged from their family, such as confirmation of funding as an independent (estranged) student from Student Finance England.	
	Support will normally be provided to students under the age of 25.	
	Further criteria includes:	
	Students must provide a copy of their student finance breakdown from Student Finance England for each relevant academic year; and	
	Students must provide details of their bank account so that the bursary can be paid directly via BACS; and	
	 Students must remain registered on their course up to the payment of each instalment of the bursary in each academic year of your course. 	
	Please note, estranged students will be required to provide up to date evidence of estrangement each academic year, unless Student Finance England have awarded independent status for the duration of their course. Payment will be made in two instalments (October and February).	

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Application	The HE Progression and Wellbeing Officer will use the	
process and	data included on the student's application or enrolment	
bursary panel	form. If a student has indicated that they have been in, or	
	are leaving, Local Authority care, or that they are	
	estranged from their family, the student will be contacted	
	and advised of possible eligibility for the bursary.	
	If a student did not tick the relevant box on the application	
	or enrolment form then they should contact the HE	
	Progression and Wellbeing Officer, including the	
	information detailed above, and they will ensure the	
	student is considered for the bursary.	
	Students will need to complete an online form which is	
	available here or from the HE Progression and Wellbeing	
	Officer.	
	The Panel meets to discuss individual student's application	
	and evidence. The panel has the final say on bursary	
0	payments being made.	
Supporting the	Students will be offered an online interview in the first	
cost of interview	instance.	
travel and/or on-		
course materials	Where a face-to-face interview is preferred, students must	
	provide evidence that they are in care, leaving care, have	
	left care or estranged from their family.	
	Support will permally be provided to students under the	
	Support will normally be provided to students under the age of 25.	
	age of 25.	
	Students will need to complete an online form which is	
	available here or from the HE Progression and Wellbeing	
	Officer.	
Supporting the	Students must provide evidence that they are in care,	
cost of	leaving care, have left care or estranged from their family.	
graduation gown	5 - 2 - 7 - 2 - 7 - 2 - 2 - 2 - 2 - 2 - 2	
hire and	Support will normally be provided to students under the	
photographs	age of 25.	
	-	
	Students will need to complete an online form which is	
	available here or from the HE Progression and Wellbeing	
	Officer.	
Act as guarantor	Students must provide evidence that they are in care,	
for student	leaving care, have left care or estranged from their family.	
accommodation		
agreements.	Support will normally be provided to students under the	
	age of 25.	
	Ctudente will need to contect the LIC Decreasion and	
	Students will need to contact the HE Progression and	
	Wellbeing Officer to discuss accommodation options who will confirm with the Dean of HE.	
Notification	<u> </u>	
INOTHICATION	Students receive the following notifications regarding	
	financial support:	
	Students are initially notified by if they are eligible to receive the financial support they have applied.	
	to receive the financial support they have applied for.	
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Following on from the bursary panel, students are contacted with confirmation of the outcome. Staff					
Development and Training administration of support for care leavers and estranged students will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Code of practice. Equality and Diversity This policy will be implemented in accordance with the Luminate Policy on Valuing Diversity and with consideration of the QAA Quality Code Monitoring and Review diversity Centre Leeds will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes. Common Practice 1 University Centre Leeds requires that all staff are aware of rand operate under the specific regulatory requirements of awarding and professional bodies and, where appropriate, professional podies. University Centre Leeds has developed appropriate internal policies and procedures that cover major requirements. Appeals Students can appeal the decision made by the bursary panel, if they feel that they have mitigating circumstances that can explain either: • Missing evidence that they have left care prior to starting higher education or estranged from their family. • Missing evidence of their student finance breakdown from Student Finance England for each relevant academic year Appeals need to be made within 10 working days of students receiving notification that their bursary payment has been withheld. Appeals need to be made following the University Centre Leeds General Appeals process. This can be found on the Higher Education page on the University Centre Leeds website. • Bursary Policy • Bursary Policy • Bursary Policy • General Appeals Process					
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		 Student Guide to Appeals and Complaints 			

4. REVIEW

Owner: HE Registry Last review: March 2021 Next Review: July 2024

Change Summary	

Version	Date	Summary of Changes
1	July 2021	Policy created