

THE CHILDREN AND YOUNG PEOPLE'S SERVICE

LEARNER SUPPORT FUND (LSF)

POLICY 2006/2007

**Policy on Providing
Learner Support Fund (16-19* Year Olds) for 2006/7
Academic Year**

1. What are Learner Support Funds?

- 1.1 This is a limited discretionary fund which can assist **sixth form students** with a one off grant up to a maximum £400.

2. Who is entitled?

All applicants must meet the following criteria:

- 2.1 If you have a specific financial need which presents barriers to studying, or if you have a disability, medical condition or learning difficulty;
- 2.2 aged between 16-19 (20* for child care);
- 2.3 are normally resident in the Borough of Haringey;
- 2.4 currently receiving an Education Maintenance Allowance(EMA) or currently entitled to receive a free school meal;
- 2.5 attending a school sixth form full time.

3. What the grant may be spent on

The grant may be used as a contribution towards the cost of:

- 3.1 special equipment that you may need for your course;
- 3.2 books or materials that you may need for your course;
- 3.3 a school field trip;

- 3.4 the cost of travel expenses to attend university interviews. Travel must be by the most economical method;
- 3.5 childcare - the applicant must be aged 20+ and the main carer of the child;
The child must be cared for by an OFSTED registered nursery/creche/ child minder.

6. How do I apply?

- 6.1 Complete application form **LSF 1**.
This is available from your school, from Haringey's web page www.haringey.gov.uk under the heading Learner Support Funds or your nearest Haringey Customer Service Centre or by telephoning 020 8489 3863.
- 6.2 Submit one of the following:
- 6.3 a copy of your Education Maintenance Allowance (**EMA**) Award notification 2006/07;
- 6.4 a copy of your free school meal entitlement letter which is dated within the last two months;
- 6.5 a statement regarding your disability, medical condition, or learning difficulties.
- 6.6 We will ask you to submit a receipt of your purchase. Additional information may also be requested but if this is the case we will let you know.

7. How do I receive payment?

- 7.1 If your application is successful you will be notified in writing showing how much has been approved. Payment will be made by cheque.

8. What happens if my application is unsuccessful?

- 8.1 You have the right to appeal against the decision. You should submit an appeal in writing stating your reasons why you feel

that the Council has not applied the policy correctly. You should submit your appeal within 10 working days of receiving the decision to:

Vanessa Giles Student Finance and Entitlements,
48 Station Road Wood Green London N22 7TY.

9. Please remember

- 9.1 The Learner Support Fund is **cash limited**. It is administered on a first come first served basis. We may not be able to help every applicant.

Section C to be completed by school representative, course tutor or teacher.

I confirm that the above named student is in full time attendance on the course shown in section B. The claim for a contribution from the Learner Support Funds is reasonable and appropriate for the course.

Name.....Position.....

School stamp

Section D Declaration to be signed by the applicant and the parent or legal carer

We certify that the information given on this form is correct. The Learner Support payment will be used to purchase or pay for the items shown in **Section B**.

We understand that the Council reserves the right to ask to see any receipts as proof of purchase or payment.

Applicants

signature.....date.....

Please return your completed form with your evidence to the nearest Haringey Customer Service Centre or by post to:
Student Finance and Entitlements
48 Station Road
London N22 7TY
0208 489 3863

Haringey Council believes equalities monitoring is important because it allows the council to monitor take up and use of its services. The information collected on this section of the form is confidential and will be used only to ensure service provision is fair and equitable to all sections of the community.

Ethnicity: What is your ethnic group? Please tick ! one box from the appropriate section:

White: British Irish Greek Cypriot Turkish Cypriot Kurdish

Turkish Other white background please write in.....

Mixed: White & Black Caribbean White & Black African White & Asian

Other mixed background please write in.....

Asian or Asian Black: Indian Pakistani Bangladeshi East African

Asian Other Asian background please write in.....

Black or Black British: Caribbean African

Other black background please write in.....

Chinese: Any other ethnic group please write

In.....