

1 School Clothing Grant

- 1.1 The School Clothing Grant is a single payment of £110 made on one occasion where a pupil transfers from primary to secondary school for pupils from low income families. The grant is made for the academic year in which the pupil reaches the age of 12.
- 1.2 Grants will be made wherever possible in advance of the start of the Autumn term so that parents have access to the money when most needed.

2. Conditions of eligibility

2.1 Applicants **must** satisfy the following requirements of the policy to be eligible for a School Clothing Grant:

- age;
- residence;
- school;
- income.

2.1 Age limits

- 2.1.1 Pupils can be considered for a School Clothing Grant for the academic year in which they become 12 years old. Overage and underage pupils may also qualify where their secondary transfer has been approved by the Educational Psychologist and School Development Adviser.
- 2.1.2 The start of the academic year is defined as 1st September.

2.2 Residence requirements

- 2.2.1 The Authority will consider applications from parents and carers living within its area.

2.3 Approved institutions

- 2.3.1 School Clothing Grants will be made to pupils attending courses of secondary education at maintained and private sector secondary schools.

2.4 Benefit requirement

- 2.4.1 To be eligible for a School Clothing Grant the parents or carer must receive one of the following:
- income based Job Seekers Allowance;
 - Income Support;
 - Income related Employment Support Allowance
 - Guaranteed Pension Credit
 - Universal Credit with assessable earnings of less than £16,190 per annum
 - or
 - Have a total income of less than £16,190 (excluding child tax credit and child benefit, but including any Working Tax Credit you may receive).

- 2.4.2 Pupils whose parents or carers are asylum seekers will be eligible to be considered for a School Clothing Grant where their parents or carers receive NASS (National Asylum Support Service) support under part IV of the Immigration and Asylum Act 1999.
- 2.4.3 The applicant, their parents or guardians must receive a qualifying benefit at the time of applying.

3. Administration of the payment

- 3.1 The School Clothing Grant is paid as a single cheque of £110 to the parent or carer of the pupil.

4. Closing dates

- 4.1 The School Clothing Grant application forms for the 2015/16 academic year must be received by the Housing Benefits Team by **5pm on Wednesday 30th September 2015**.

5 Exceptional circumstances

- 5.1 Applications for School Clothing Grants received after the closing date will only be accepted in exceptional circumstances where the pupil and family meet all the criteria of this policy other than having made an application on time.
- 5.2 Parents applying on exceptional grounds will be asked to provide supporting evidence from a relevant professional, for example an Attendance and Welfare Adviser or Lead Professional.

6 Appeals

- 6.1 Appeals must be made in writing and will be considered by a panel comprised of at least two senior officers from Pupil and Student Services. Appeals must be accompanied by evidence that the parent or guardian was in receipt of an appropriate benefit as described on paragraph 2.4.1 and 2.4.2 at the time of applying.

Budget Holding Lead Professional Scheme for Attendance Support (BHSAS)

1 Purpose of the scheme

- 1.1 The aim of this scheme is to assist front line staff in identifying concerns about children and young people at an early stage. It provides access to funding for resources for early intervention to meet the identified needs and thereby avoiding the concerns escalating and becoming entrenched.
- 1.2 Non-attendance and poor punctuality are recognised as being early indicators of difficulties affecting the lives of children and young people. It is also recognised that the Attendance and Welfare Service (AWS) is one of the key front line services working with schools and children and young people of statutory school age and that it has a very important role in working with schools, families and the children and young people to overcome these difficulties.

2 How the BHLPSAS will function

- 2.1 Following receipt of a referral for non-attendance and/or poor punctuality, an AWA and/or school may have conducted or be in the process of conducting an assessment of the factors affecting the education of the pupil using the Tower Hamlets Common Assessment Framework Form (CAF);
- 2.2 This assessment may identify difficulties which could be resolved quickly and effectively through the immediate funding of resources to meet the identified needs;
- 2.3 An application can be submitted to the Principal Attendance and Welfare Advisor briefly detailing the situation and identified needs and the resources required to meet them;
- 2.4 The Principal Attendance and Welfare Advisor as the Budget Manager for the AWS will authorise the funding subject to:
- 2.5
 - The request being linked to completion of a CAF on the pupil in question;
- 2.6
 - There being evidence of the pupil and his/her carers having participated in the assessment of identified needs;
- 2.7
 - Measurable outcomes being specified linked to the provision of the funding for the resources – improved attendance/punctuality;
- 2.8
 - Funding for resources will not normally be in cash but in the form of payment of invoices for services/goods received.

3 Eligibility

- 3.1 The pupil's non-attendance or poor punctuality has reached the trigger point for serving a court warning notice;
- 3.2 An assessment utilising the CAF is in process or has been completed. Where the pupil has been the subject of a recent assessment by Children's Social Care

then this can be used to avoid duplication but must be accompanied by a completed scored CAF Review Form to detail the current need and to give initial baseline scores;

3.3 An urgent need has arisen that requires early provision of resources but will be followed by completion of a CAF such as when parents/carers cannot accompany a child to/from school due to a short term exceptional situation.

3.4 This source cannot be used to fund statutory entitlements, the funding can only be used for resources that are additional to statutory entitlements.

4 Funding

4.1 For 2015/16 the AWS has a BHSAS allocation of £21,000.

5 The Social Inclusion Panel (SIP)

5.1 It is intended that the BHSAS will serve to assist AWAs in meeting pupils' identified needs at an early stage thereby preventing deterioration to the stage of them meeting the criteria at which they must be referred to SIP.

5.2 Where a pupil's attendance and/or punctuality does meet the criteria for referral to SIP then they must still be referred even if they are part of the BHLPSAS.

5.3 SIP itself also has an allocation of funding under the BHSAS and can offer funding in targeted cases to fund resources to help overcome the difficulties affecting them/meet their needs.

6 Examples of Resources that can be Funded

6.1 A Reward Scheme
An Evening Activity
Family Group Conference
Teaching Assistant Hours
Counselling Support
Escort Provision
School Uniform
Pieces of Equipment – such as a musical instrument
After hours One-to-One Support from a Significant Other/Tutor

6.2 This list is not exhaustive and AWAs are encouraged to be creative and innovative but any application for resources to be funded must be justified in the CAF and must be outcome related to the pupil's attendance/punctuality.

7 Applying for Funding through the BHSAS

7.1 Application for funding is through completion and submission of a short form.

7.2 It is required that following the intervention funded by the BHSAS a completed and scored CAF Review Form be submitted to assist in the evaluation of the intervention.

TOWER HAMLETS FURTHER EDUCATION TRAVEL POLICY 2015/16

1 Amount of support

- 1.1 Eligible applicants will receive a travel pass or a travel grant, whichever is the more cost effective.
- 1.2 The travel grant is a flat rate grant of £300.00 to be paid in three termly instalments. Applications received by the Directorate after the start of the academic year will be funded on a pro-rata basis from the half term in which they are received.
- 1.3 Where an eligible student is taking a specialist vocational course and receiving a Further Education grant, or bursary, but his or her fares are more than £10 per week taking into account fare concessions, they can receive the grant of £300 as detailed in paragraph 1.2.
- 1.4 A specialist vocational course is one that leads to a single national qualification in a specified area, e.g. a national diploma in model making. This does not include a variety of A, A/S or A2 levels, one or more of which cannot be taken locally.
- 1.4 The provision of free bus transport by Transport for London will be taken into account when considering the value of any award made.

2 Responsibility

- 2.1 Applicants must be the ordinarily resident in Tower Hamlets to be the responsibility of Tower Hamlets Children' Services.
 - 2.1.1 'Ordinary residence' refers to a person ordinarily residing in the Borough of Tower Hamlets (apart from temporary or occasional absences) whose residence in the Borough has been adopted voluntarily for settled purposes.
 - 2.1.2 Applicants who are living in Tower Hamlets solely for reasons of taking full-time education are not eligible for support from this policy and should apply to their home authorities for support.

3 Other sources of income

- 3.1 Applicants must first have their entitlement to discretionary bursary support determined, to allow proper consideration of their transport support.
- 3.2 Students should not receive more than one form of travel support. This acknowledges the fact that they may receive EFA funds towards travel costs. The Directorate will not normally fund a student's travel support where he or she has an entitlement to central government funds.
- 3.3 To be considered for a travel grant, the applicant must be ineligible for any form of government training allowance except in situations where they are taking a specialist course as stated in paragraphs 1.3 to 1.4.

3.4 Exceptionally, students with special educational needs may be considered by the Directorate to need both travel support and other forms of funding.

5 **Age**

5.1 Applicants can apply for support for the 2015/16 academic year where it follows the academic year in which they became 16, 17 or 18 years old. The academic year is deemed as starting on 1st September 2015.

5.2 Applicants with Special Educational Needs can be funded for the 2015/16 academic year where it follows the academic year in which they became, 16, 17, 18, 19 or 20 years old.

6 **Parental Income**

6.1 Parental income in the 2015/16 financial year must be no more than £30,810.

6.2 Where the income of an applicant's parents in the 2015/16 financial year can be shown to be 15% less than their income in the 2014/15 financial year, the parents' current estimated income can be used for the purposes of this policy.

7 **Recognised schools and colleges**

7.1 Travel support can be paid for full-time attendance on any further education course at any public sector school or college or any other school or college that receives funding from the Education Funding Agency. Advice will be sought from the School Development Advisers where applicants wish to go to other educational institutions.

8 **Minimum home to school/college distance**

8.1 The applicant must be attending a school or college at least one and a half miles radius from the applicant's home.

9 **Students with special educational needs**

9.1 Applicants with Special Educational Needs can receive a travel grant or travel pass whichever is deemed by the Education Directorate to be most appropriate. These applications will be considered taking into account the other criteria of this policy.

9.2 Where students with Special Educational Needs are concerned, consideration may be given to reducing the minimum home to school/college distance, taking into account the individual circumstances of the student relevant to the distance involved.

9.3 Students without a statement of Special Educational Needs but who have special needs can be considered exceptionally for a travel pass or travel grant under the same conditions that apply to students with Special Educational Needs.

10 **Appeals procedure**

10.1 Any applicant refused support can appeal in writing to the Awards Review

Officer for further consideration. The appeal letter must be received by the Student Finance Section within 21 days of the date on which the refusal letter was sent.

- 10.2 The Awards Review Officer will determine whether or not the decision to refuse support has been properly made within the confines of the 16-19 Further Education Travel Policy.

11 **Exceptional circumstances**

- 11.1 Where an application has been properly refused but is felt to merit exceptional consideration by the Awards Review Officer, support can be offered on the agreement of the Head of the Access and Inclusion Service. The decision of this officer will be final.

12 **Cash limitations**

- 12.1 The budget to support the 16-19 Further Education Travel Policy is cash limited. Tower Hamlets Children, Schools and Families Directorate therefore reserves the right to refuse any application made under this policy on the grounds that sufficient funds are not available.

1. THE TOWER HAMLETS MAYOR'S EDUCATION AWARD POLICY 20015/2016

- 1.1 The Children Schools and Learning Directorate will consider making Mayor's Education Awards under the Discretionary Awards Policy to students who are its responsibility.
- 1.2 Any award made will be for the student's maintenance only. Awards will not be made for course fees.
- 1.3 Any award offered will be for a specific course at an education provider recognised for the Discretionary Awards Policy and will be for a specific period. It will not be transferable to any other course or provider without the specific consent of the Directorate.
- 1.4 Further education students must make a written application on the form provided to allow their case to be considered. No student will have an automatic entitlement to a Mayor's Education Award.

2 Definitions

- 2.1 Definitions used will follow those appearing in the EFA Funding Guidance Regulations 2014/15.

3. 16-19 FE Awards - conditions of eligibility

- 3.1 Applicants must satisfy the following criteria of the policy to be eligible for a 16-19 FE Award:
 - age;
 - residence;
 - course;
 - recognised college.

3.1 Responsibility for applications

- 3.1.1 To be eligible for consideration for a 16-19 FE Award, an applicant must be the responsibility of the London Borough of Tower Hamlets in accordance with the Areas to which Pupils Belong Regulations 1996.

3.2 Age limits

- 3.2.1 16-19 FE Awards are considered for applicants aged 16 to 18 years old before the start of the academic year in which the course starts. Students becoming 19 within an academic year will be funded to the end of that academic year.
- 3.2.2 Awards will only be considered for courses that would normally be completed by the end of the academic year in which the student becomes 19.
- 3.2.3 Exceptionally students who had an SEN statement and/or those who are recognised by the Directorate's panel of experts as disabled may be funded up to the academic year in which they become 21 years old.

3.3 Residence requirements

- 3.3.1 Applicants must have been ordinarily resident in the London Borough of Tower Hamlets for 3 years preceding the start of the course which is defined as:-
- 1st September for courses commencing in the Autumn term
 - 1st January for courses commencing in the Spring term
 - 1st April for courses commencing in the Summer term.
- 3.3.2 Applicants who have been resident in Tower Hamlets wholly or mainly to undertake a full-time course of education during any part of the 3 years preceding the start of the course will not be accepted as meeting the Tower Hamlets residence requirement.
- 3.3.3 The following are exempted from the Tower Hamlets 3 years residence requirement:-
- applicants who live in the borough and hold full refugee status,
 - applicants returning to the borough who have been in care or looked after by Tower Hamlets Council
 - applicants who have been away during this period and whose parents have maintained a home in the borough throughout the 3 years (e.g. students, returnees from extended visits abroad)
- 3.3.4 Applicants must be 'settled' in the EU/EEA (including the UK) and have been ordinarily resident in the EU/EEA for the three years preceding the start of the academic year as defined in para 3.4.1 above and whose main purpose for such residence was not to receive full-time education during any part of the three-year period.
- 3.3.5 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK.
- 3.3.6 Applicants who meet the EU/EEA rules of the EFA Funding Guidance Regulations 2014 will be accepted as meeting the EU/EEA rule of this policy.
- 3.3.7 An exception will be made for those YPLA groups only eligible up to the age of 18. Their age of eligibility is extended to 19 or 21 where SEN and/or disability rules apply (see para 3.2.3 above).

3.4 Approved courses

- 3.4.1 Awards will be considered for courses of FE leading to nationally recognised qualifications offered by regulated awarding bodies.
- 3.4.2 Mayor's Education Awards are normally only offered to students on a programme containing at least 450 guided learning hours in any 12-month period i.e. any academic year.

3.5 Recognised colleges

- 3.5.1 The Authority recognises all further education public sector provision in the UK.
- 3.5.2 Awards will be considered for private sector further education provision where students are predominately enrolled in learning which leads to an external

certificate offered by a regulated awarding organisation and where the provider is subject to inspection by OFSTED or a similar organisation with a remit set by central government.

- 3.5.3 Furthermore, private training providers will be recognised where they are providing courses to disadvantaged young person referred to them the City Gateway charity.

3.6 Household income

- 3.6.1 Awards will only be considered for students with a household income of up to £20,817 in the 2015/16 tax year.
- 3.6.2 Household income is defined as the total amount a family receives each year before tax and National Insurance. Taxable income from all sources, taxable benefits and Working Tax Credit will be taken into account.
- 3.6.3 Non-taxable benefits such as Income Support and Child Benefit will be disregarded.
- 3.6.4 The income taken into account is that of the student and parents. The term 'parents' includes stepparents and a parent's partner.
- 3.6.5 The income of absent parents will not be taken into consideration where it can be demonstrated that the absent parent is no longer part of the household, such as in cases of divorce.

4 Deadline for the receipt of forms

- 4.1 An application must be received within three months from the date of enrolment and must be made before the end of the course year.
- 4.2 Applications will not be considered for retrospective academic years.

5 Value of the award

- 5.1 The Mayor's Education Award will be £400 p.a. per individual to be delivered in two instalments, one in the Spring Term and one in the Summer Term, both instalments consisting of £200.
- 5.2 In situations where a student enrolls on a course after the mid-point of the academic year the award will be limited to a single instalment of £200.
- 5.3 The Award will normally be a cash award, paid to the student, but with the agreement of the student and the education provider concerned, may be paid to a third part to purchase a defined educational benefit such as a school trip.

6 The need for attendance, effort and good behaviour

- 6.1 Awards will only be released to students with the agreement of the education provider. Providers will be able to suspend the payment of an award instalment or cancel it where the student does not meet accepted levels of attendance, effort or behaviour.

6.2 Providers must have an internal appeals process to allow students to contest the suspension or cancellation of an award.

7 Exceptional cases

7.1 Applications that are ineligible for a Mayor's Education Award will be considered to see whether they merit support exceptionally. In these cases the following factors will be taken into account:

- 7.2
- medical and social factors;
 - family circumstances;
 - qualifications gained;
 - funding available from other sources, both public and private;
 - commitment to the chosen career;
 - any other information put forward.

8 Appeals

8.1 Applicants refused support can make a written appeal. Appeals must be received by the Section administering the scheme within 21 days of the date on the letter refusing support, or they will be ruled as out of time.

8.2 Appeals will be decided by an Appeals Panel chaired by the Head of Secondary Learning and Achievement. Decisions to make awards exceptionally will be made by the Service Head – Learning and Achievement who will consider cases passed up by the Chair of the Appeals Panel.

9 Verification of information

9.1 Documentary evidence may be sought as necessary to prove any aspect of the information supplied on an application form for a Mayor's Education Award.

10 Cash Limits

10.1 **The budget for 16-19 FE awards is cash limited. Therefore, the Directorate reserves the right to refuse any application made under this policy on the grounds that sufficient funds are not available.**

1. THE TOWER HAMLETS MAYOR'S HIGHER EDUCATION AWARD POLICY 2015/16

- 1.1 The Mayor's Higher Education Award scheme will make awards in the 2015/16 academic year only, with the awards lasting into the 2016/17 academic year.
- 1.2 The Education, Social Work and Wellbeing Directorate will consider making Mayor's Higher Education Award under the Discretionary Awards Policy to students who are its responsibility.
- 1.3 Any award made will be for the student's maintenance only. Awards will not be made for course fees.
- 1.4 Any award offered will be for a specific course at an education provider recognised for the Discretionary Awards Policy and will be for a specific period. It will not be transferable to any other course or provider without the specific consent of the Directorate.
- 1.5 Higher education students must make a written application on the form provided to allow their case to be considered. No student will have an automatic entitlement to a Mayor's Higher Education Award.

2 Definitions

- 2.1 Definitions used will follow those appearing in the Education (Student Support) Regulations 2011 allowing for any changes arising from The Education (Student Support) (Amendment) Regulations 2014.

3. Mayor's Higher Education Award - conditions of eligibility

- 3.1 Applicants must satisfy the following criteria of the policy to be eligible for an MHEA:
 - age;
 - residence;
 - course;
 - receipt of statutory student finance.

3.1 Responsibility for applications

- 3.1.1 To be eligible for consideration for a Mayor's Higher Education Award, an applicant must be the responsibility of the London Borough of Tower Hamlets as defined by the Areas to which Pupils Belong Regulations 1996.

3.2 Age limits

- 3.2.1 Mayor's Higher Education Awards are considered for applicants aged up to 24 years old before the start of the academic year in which the course commences.

An exception is made for any student who has or has had a Special Educational Needs statement up to the age of 16, or who receives Disability

Living Allowance. These students can apply up to the age of 25 years old before the start of the academic year in which the course commences

Having regard to their circumstances, students becoming 24 or 25 within an academic year will be funded for the duration of any award offered.

3.5 Residence requirements

3.5.1 Applicants must have been ordinarily resident in the London Borough of Tower Hamlets for 3 years preceding the start of the course which is defined as the:-

- 1st September
- 1st January
- 1st April
- 1st July

preceding the start of the course.

3.5.2 Applicants who have been resident in Tower Hamlets wholly or mainly to undertake a full-time course of education during any part of the three years preceding the start of the course will not be accepted as meeting the Tower Hamlets residence requirement.

3.5.3 The following are exempted from the Tower Hamlets three years residence requirement:-

- applicants who live in the Borough and hold full refugee status,
- applicants living in the Borough who had previously lived outside Tower Hamlets through being in the public care of Tower Hamlets Council,
- applicants who have been away during this period and whose parents have maintained a home in the Borough throughout the three years (e.g. students, returnees from extended visits abroad).

3.5.4 Despite living outside the Borough of Tower Hamlets, a young person can apply for a Mayor's Higher Education Award for a first designated course where they commence the course by the age of 21 where Tower Hamlets Council, through Leaving Care remains the corporate parent to the young person, who is designated as a 'former relevant child'.

3.6 Approved courses

3.6.1 Awards will be considered for the first year of a first full-time undergraduate course of higher education designated under the Education Student Finance Regulations as attracting student finance.

3.6.3 Exceptionally, an award will be considered for the first year of a first designated part-time course where a student cannot study a designated full-time course because of the effects of a disability.

3.6.4 A first undergraduate course will include any designated two year undergraduate course such as an HND or Foundation Degree, any degree course and any other undergraduate course designated under the Education Student Finance Regulations.

3.6.5 Post Graduate Course of Education are excluded from consideration.

3.6.6 A student will be eligible for consideration where:

- 3.6.7
- having taken the first year of a designated course, they have abandoned the first course and are starting a new designated course in the first year for which they will receive a fee loan from Student Finance England, or
- 3.6.8
- having taken a two year course such as a Foundation Degree, they have gained entry to a degree course for which they will receive a fee loan from Student Finance England.

3.7 Receipt of support from the Education (Student Support) Regulations

3.7.1 To be eligible to be considered for a Mayor's Higher Education Award, an applicant must be found by Student Finance England to be eligible to the following support under the Student Finance Regulations:

- a fees loan and
- a full maintenance grant or special support grant that has not been reduced by means testing.

3.7.2 In the event that a young person who is designated as a 'former relevant child' of Tower Hamlets Council has to apply for student finance in Scotland, Wales or Northern Ireland, they will be required to receive the full fees support and full maintenance grant applicable to the part of the British Islands in which they live. Applications for an Mayor's Higher Education Awards of this nature will be considered individually.

4 Deadline for the receipt of forms

4.1 The scheme has a three month application period. Where the application period commences on 1st July 2015, applications must be received by 5pm on Wednesday 30th September 2015 for a course starting at any point in the period 1st September 2015 to 31st August 2016.

4.2 Where the application period commences later than 1st July 2015, it will commence on the first weekday of the appropriate month. Applications must be received by 5pm on the corresponding last weekday of the third month after the application period commences,

4.3 Late applications will only be considered where fewer than 400 eligible applications have been received. Where a late application is allowed it will be placed at the end of the group of students to be considered

4.4 Applications will not be considered for retrospective academic years.

5 Number and value of the award

5.1 400 Mayor's Higher Education Awards will be made.

5.2 The Mayor's Higher Education Award will be £1,500 per individual taking a full-time course to be delivered in two instalments of £750, one in the second term of the first year of the course and the other in the second term of the second year of the course.

5.3 Where the designated course supported is only one year long the award will

consist of a single payment of £750.

- 5.4 Where an award is made for a part-time course, the award will consist of £750 paid in two instalments of £375 one in the second term of the first year of the course and the other in the second term of the second year of the course.

6 Consideration of applications

- 6.1 Where there are more applications received than awards available, applications will be ranked in the following order of precedent.
- i Young people who were in public care where Tower Hamlets Council is the corporate parent through its responsibility to a 'former relevant child'.
 - ii Young people having had a statement of Special Educational Needs up to the ages of 16 and leaving school, or 19 and leaving sixth form..
 - iii Single parents who have a child living with them.
 - iv Teenage parents who have a child living with them.
 - v Disable young people in receipt of Disability Living Allowance.
 - vi Young people living alone and in receipt of income support in their own right.
 - vii Young people living with their partner or in a family where the sole income is from benefits, ranked in descending age order, i.e. with preference given to the youngest.
 - viii Young people living with their partner or in a family where the income is partly made up of benefits (other than universal benefits such as Child Benefit or Child Tax Credit), ranked in descending age order, i.e. with preference given to the youngest.
 - ix Family income includes that of the applicant's partner, their parents, their parents' partners or their carers in the event that they do not live with their parents or partner.
 - x In the event that a tie-breaker must be implemented, consideration will be given to all the circumstances of the families involved.
 - xi Where the ranked list of eligible students is more than 400 long, awards will be offered to the first 400 and where those awards cannot be taken up, will be offered to the next applicant on the list until the number of awards is exhausted.
 - xii Any late applications allowed will be set in chronological order and will be the last priority.

7 Withdrawal from a course

- 7.1 An offer of an award will be cancelled where the applicant withdraws from a course before the payment of the award has been made or where the applicant is obliged by the authorities of the higher education institution concerned to leave the course for any reason.

8 Transferring or starting a new course before the end of the award

- 8.1 The second instalment of the award will be made where the student has transferred to, or started a new course of an equivalent or higher level than

the course for which the award was originally given, e.g. HND to degree or degree to degree.

9 Repayment of overpayments

- 9.1 Where a student receives funds from the Mayor's Higher Education Award and is overpaid for any reason, the LA will seek reimbursement of the overpayment.

10 Appeals

- 10.1 Applicants refused support can make a written appeal. Appeals must be received by the Section administering the scheme within 21 days of the date on the letter refusing support, or they will be ruled as out of time.

- 10.2 Applicants that are ineligible for a Mayor's Education Award and appeal against that decision will be considered to see whether they merit support exceptionally. In these cases the following factors will be taken into account

- medical and social factors;
 - family circumstances;
 - qualifications gained;
 - funding available from other sources, both public and private;
 - commitment to a chosen career;
- any other information put forward.

- 10.3 Appeals will be decided by an Appeals Panel chaired by the Head of Secondary Learning and Achievement. The Appeals Panel will make any recommendation to allow an appeal to the Lead Member who will make a final decision on the case.

11 Verification of information

- 11.1 Documentary evidence will be sought as necessary to prove any aspect of the information supplied on an application form for a Mayor's Higher Education Award. This will include a document from confirming the applicant's entitlement to a fee loan and full living cost grant

12 Cash Limits

Data on the spread of discretionary awards across the Borough in the 2014/15 academic year

1. Data has been provided in this paper based on the Protected Characteristics of Equal Opportunities statute.

The data provided relates to policies agreed by Cabinet for the 2014/15 Changes suggested to the various policies for the 2015/16 academic year are detailed under the policy headings shown below.

2. School Clothing Grant Policy 2014/15 academic year

2.1 A revision has been suggested to the policy to take account of Universal Credit which will be introduced to Tower Hamlets in the 2015/16 financial year.

2.2 Data on the School Clothing Grant scheme does not include protected characteristics, but the spread of awards across the Borough can be seen from the post code details of the young people concerned which are given below.

2.3 Post code distribution of School Clothing Grants

E1	E14	E1W	E2	E3	Out Borough
540	670	50	284	455	44

3. Budget Holding Lead Professional Scheme for Attendance Support (BHSAS)

3.1 No changes to this policy have been suggested for the 2015/16 academic year.

3.2 Details of the 119 children assisted under the BHSAS scheme

Gender	Ethnicity		Disability	Religion
Male 63	African	1	Disabled 10	Not obtained 107
Female 56	Other Asian Background	4	Non-disabled 109	Muslim 10
	Other Black Background	4		Sikh 2
	Other Ethnic Group	3		
	Black Caribbean	2		
	Other Mixed Background	1		
	Bangladeshi	37		
	Black Caribbean	2		
	Indian	3		
	Irish	9		
	Not Obtained	9		
	Pakistani	3		
	Turkish/Turkish Cypriot	13		
	Vietnamese	1		
	White & Black African	1		
	White & Black Caribbean	4		
	White British	25		
	White European	2		

Post code distribution of children assisted under the BHSAS scheme

E1	E14	E1W	E2	E3	Out Borough
29	43	1	11	17	16

4. Tower Hamlets Further Education Travel Policy 2014/15

4.1 No changes have been suggested to this policy

4.2 No applications have been made so far for transport support for the 2014/15 academic year. This is thought to be due to the availability of free travel on Transport for London buses.

5 The Tower Hamlets Mayor's Education Award (MEA) Policy 2014/15

5.1 No changes have been proposed to this policy.

5.2 Details of the students assisted under the MEA scheme

Gender	Ethnicity	Disability	Religion
Male 937	Not collected	Not collected	Not collected
Female 1108			

Post code distribution of students assisted under the MEA scheme

E1	E14	E1W	E2	E3	Out Borough
618	610	18	299	424	40

6 The Tower Hamlets Mayor's Higher Education Award Policy 2014/15

6.1 A change was proposed to this policy to limit the period during which applications could be made to three months from the date the scheme was open to applications. This was always the intent of the policy and the change was proposed to clarify this issue.

6.2 Details of the students assisted under the MHEA scheme

Gender	Ethnicity	Disability	Religion
Male 182	African	3	Buddhist 1
Female 218	Other Black Background	2	Christian 6
	Bangladeshi	267	Hindu 1
	Chinese	3	Muslim 279
	Indian	2	Not obtained 113
	Not Obtained	91	
	Pakistani	1	
	Somali	16	
	Vietnamese	1	
	White & Black African	1	
	White & Black Caribbean	1	
	White British	11	
	White European	1	

Post code distribution of students assisted under the MHEA scheme

E1	E14	E1W	E2	E3	Out Borough
129	102	10	57	98	4

Equality Analysis (EA)

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose:

(Please note – for the purpose of this doc, ‘proposal’ refers to a policy, function, strategy or project)

Proposal: Mayor’s Higher Education Award (MHEA) Policy.

Objective: The MHEA aims to give £1,500 each to 400 students undertaking a designated course of higher education, e.g. a degree, HND or Foundation Degree.

Purpose: To give financial assistance to vulnerable and financially disadvantaged young people living in Tower Hamlets, who are taking courses of higher education for which the current state support is mainly in the form of loans and where course fees can now cost up to £9,000 per year.

Who is expected to benefit from the proposal?

The scheme will assist vulnerable and low income young students. The age limits set are up to 25 years old for young people having had a statement of Special Educational Needs up to the age of 16, and up to 24 years old for all other applicants. The priority order for assistance is:

- Young people who were in public care where Tower Hamlets Council is the corporate parent through its responsibility to a ‘former relevant child’
- Young people having had a statement of Special Educational Needs up to the age of 16.
- Single parents who have a child living with them.
- Teenage parents who have a child living with them.
- Disable young people in receipt of Disability Living Allowance.
- Young people living alone and in receipt of income support in their own right.
- Young people living in families whose sole income is benefits, ranked in descending age order, i.e. with preference given to the youngest.
- Young people living in families whose income is partly made up of benefits, ranked in descending age order, i.e. with preference given to the youngest.
- Any late applications allowed will be set in chronological order and will be the final priority.

Service area:

Education, Social Work and Wellbeing Directorate, Learning and Development

Team name:

Secondary Development

Service manager:

Diana Warne

Name and role of the officer completing the EA:

David Stone, business and management consultant

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on

service users or staff?

The Education Funding Agency bursary scheme requires schools and colleges to give bursaries of £1,200 to vulnerable student. This is a clear indication on the part of central government that some students should receive a financial advantage.

The cost of higher education has risen sharply and this has reduced the number of applications for HE places. University applications remain down on the number made before the introduction of £9,000 fees, even though they have risen slightly for 2013 over 2012. This appears to be evidence that the rise in fee costs is conflicting with efforts to widen access.

As vulnerable students and students from low income families are known to be less likely to enter higher education, it is reasonable to assume that the introduction of higher cost fees is deterring them yet further.

This is likely to impact on their future earning prospects. As the economy expands, there will be a need for 'knowledge workers' most of whom will be graduates. Without access to graduate qualifications residents of Tower Hamlets will be less likely to gain the more lucrative employment and better work conditions that go with such jobs.

Tower Hamlets is an area of deprivation and education is a factor in breaking the cycle of poverty.

Section 3 – Assessing the Impacts on the 9 Groups

How will what you're proposal impact upon the nine Protected Characteristics?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

-Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

-List all examples of quantitative and qualitative data available

(include information where appropriate from other directorates, Census 2001 etc)

-Data trends – how does current practice ensure equality

- **Equalities profile of staff?**

-Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

-What are the potential or known barriers to participation for the different equality target groups?
Eg, communication, access, locality etc

- **Recent consultation exercises carried out?**

-Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

-Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

-In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making <p>Please also how the proposal will promote the three One Tower Hamlets objectives?</p> <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Positive	<p>The Bangladeshi community forms approximately one third of the Borough’s population, but is over-represented in the take up of free school meals pointing to its relative disadvantage.</p> <p>The policy will have a positive impact on race by being spread across a wide group of ethnicities, but particularly by supporting people from ethnic groups in Tower Hamlets suffering significant economic disadvantage. It will help to reduce inequality.</p>
Disability	Positive	<p>Disability carries with it the barriers of impairment and the fact that this group come disproportionately from low-income families. According to research for the Joseph Rowntree Foundation, disabled teenagers have the same aspirations to stay in education and find fulfilling careers as their non-disabled peers. But while encouraged to aim high, many have had their ambitions frustrated by their mid-twenties and are left intensely disappointed in their inability to shape their own future.</p> <p>Additional financial support should benefit this group as people with a disability/learning difficulty come disproportionately from low-income families. Even though financial support is available to disabled students from the Education (Student Support) Regulations, disabled people have day to day higher living costs, such as heating bills and dietary needs, which are not accommodated by student finance. The Policy will help to reduce inequality.</p>
Gender	Positive	<p>Gender can prove to be a barrier where cultural attitudes are less sympathetic to female participation. However, the provision of extra funding for students starting courses of higher education may mitigate against any gender prejudice and is therefore seen as reducing inequalities between genders.</p>

Gender Reassignment	Positive	<p>There is no evidence to draw on about gender reassignment among young people in Tower Hamlets entering higher education. However, Guidance on trans equality in post-school education produced by UNISON makes the point that trans-gender individuals in education should find a non-intimidating, respectful environment.</p> <p>Insofar as the protected group of gender reassignment will exist within the age group it will benefit from the same financial measures, with no sense of exclusion. This will help ensure community cohesion.</p>
Sexual Orientation	Positive	<p>It is commonly accepted that 6 per cent of the population is lesbian, gay or bisexual (LGB). Although the proposed HE bursary is not placed to directly advance the equality of LGB people, it does give them the same access to finance with which to advance their education as their heterosexual peers, with no sense of exclusion. This will help to ensure community cohesion.</p>
Religion or Belief	Positive	<p>There seems little evidence that religion or belief has an adverse effect on participation in higher education. However, for minority ethnic participants, religion and ethnicity are much more important than for their white peers.</p> <p>Amongst the disadvantaged groups that the HE bursary seeks to assist there are a large number of Muslims as most Bangladeshi students are instructed in Islam. Therefore, the policy will positively affect those groups with a strong religious sense without discriminating against their more secular peers. This will assist community cohesion.</p>
Age		<p>The Policy is aimed at the age range 18 to 24 with an exception for SEN and disabled student up to the age of 25.</p>
Marriage and Civil Partnerships.	Positive	<p>Marriage and civil partnerships can be affected by one partner entering higher education where that would decrease the household income. The Policy will help to mitigate financial loss to this group and will assist community cohesion.</p>
Pregnancy and Maternity	Positive	<p>The document Teenage Parents, Next Steps, a guide for local authorities and Primary Care Trusts, published by the Department for Health gives the following information.</p> <p>Teenage mothers need additional support – from family, partners and services – if they and their children are to avoid the poor outcomes that many of them currently experience. Teenage mother’s often do not achieve the qualifications they need to progress into further and thus into education and, in some cases, have difficulties finding childcare and other support they need to participate in education, employment or training. Consequently, they struggle to compete in an increasingly high-skill labour market.</p> <p>Teenage mothers disproportionately come from disadvantaged backgrounds and are therefore more likely to need additional support when entering higher education to pay for childcare. Even though childcare support is available through the</p>

		Education (Student Support) Regulations, it only pays for 85% of the cost involved. The Policy will reduce inequality among this group.
Other Socio-economic Carers		<p>The Joseph Rowntree programme paper: Poverty, ethnicity and education, published in May 2011 makes the following points.</p> <p>Poverty can be transmitted across generations via educational disadvantage; childhood poverty is associated with lower educational attainment which, in turn, is associated with low income in adulthood.</p> <p>Research has highlighted the high rates of poverty among some ethnic groups, and lower employment rates for Pakistani, Bangladeshi and black African people of working age.</p> <p>Increased education reduces out-of-work poverty by increasing the likelihood of being in paid work, and reduces in-work poverty by increasing earnings.</p> <p>The proposed policy will assist vulnerable students and students from low income families. Therefore it will support</p>

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence of or view that suggests that different equality or other protected groups (inc' staff) could have a disproportionately high/low take up of the new proposal?

Yes? No?

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposla were added/removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. AN EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes? No?

How will the monitoring systems further assess the impact on the equality target groups?

A request for monitoring information will form part of the application process. The information gathered will be used as part of an annual review of the scheme. This will allow alterations to the policy to be made based on equalities data should it be necessary.

Decisions will be made by a panel of officers on applications using the priorities in the policy to ensure that a variety of opinions are heard.

Does the policy/function comply with equalities legislation?
(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes? ✓ No?

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

The result of the EA will be attached to the Discretionary Awards Report to be available to both DMT who will review the report and to Councillors who will take decisions required by the report.

Section 6 - Action Plan

*As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.*

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
1. Collection of equalities data.	1. Ensure equalities data is sought by the application process.	1. Form readiness by September 2013.	1. Linda Clarke	
2. Collection of feedback data.	2. Design a form to allow students to feed back on the application process at the end of the first cycle of payments.	2. Prepare labels for posting in March 2014.	2. Linda Clarke	

Section 7 – Sign Off and Publication

Name: (signed off by)	
Position:	
Date signed off: (approved)	

Section 8 Appendix – FOR OFFICE USE ONLY

This section to be completed by the One Tower Hamlets team

Policy Hyperlink :

Equality Strand	Evidence
Race	
Disability	
Gender	
Gender Reassignment	
Sexual Orientation	
Religion or Belief	
Age	
Marriage and Civil Partnerships.	
Pregnancy and Maternity	
Other Socio-economic Carers	

Link to original EQIA	Link to original EQIA
EQAID (Team/Service/Year)	