

## **Ambitious College Provision of Free Meals Policy 2016-17**

The government provides funding for the provision of free meals for learners who qualify for the assistance.

For the 2016 to 2017 academic year the rate set is £2.41 per learner per meal taken.

The meal is provided where a learner attends College over the lunchtime period.

The meal is provided by accessing food retailers within the local area to purchase a meal up to the value stated above as the College is not able to provide a catering provision.

### **1. Eligibility**

#### **1.1 Age**

Students must be aged between 16 and 18 on 31 August 2016 to be eligible for a free meal in the 2016 to 2017 academic year. Students who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is sooner.

Learners aged 19 to 24 on 31 August 2016 who are subject to an Education Health and Care Plan (EHCP) are also entitled to a free meal while attending Ambitious College if they meet the eligibility criteria.

The following groups of students are not eligible for free meals in further education support:

- Learners aged 19 or over at the start of their study programme, unless they have an EHCP
- Apprentices, including those with an EHCP

#### **1.2 Eligible benefits**

Free meals are targeted at disadvantaged learners. For the purposes of eligibility for free meals, disadvantage is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)

- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- during the initial roll out of the benefit, Universal Credit

Please note that Working Tax Credit is not a qualifying benefit for free meals, and a parent or learner in receipt of Working Tax Credits only is not entitled to a free meal.

### **1.3 Residency**

Students must also satisfy the residency criteria set out in the Education Funding Agency (EFA) Funding regulation guidance 2016 to 2017 academic year as detailed below:

A person on the ‘relevant date’<sup>1</sup> who is ‘settled’ in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the three years preceding the ‘relevant date’. ‘Settled’ means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK.

- European Community-United Kingdom of Great Britain and Northern Ireland passports.
- British Dependent Territory Citizens (now known as British Overseas Territory Citizens).
- Those whose passports have been endorsed to show they have right of abode in the UK.
- Those who have a certificate of naturalisation or registration as a British Citizen.

Students studying under reciprocal exchange agreements.

Students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the student has been resident in the EEA and Turkey for the full three-year period prior to the commencement of their programme.

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<sup>1</sup> The term ‘relevant date’ refers to ‘the first day of the first academic (or teaching) year of the course’ and this is defined as:

- a. 1 September if the academic year starts between 1 August and 31 December,
- b. 1 January if the academic year starts between 1 January and 31 March,
- c. 1 April if the academic year starts between 1 April and 30 June,
- d. 1 July if the academic year starts between 1 July and 31 July.

In addition to the groups above, the EFA will also consider the following groups of students (including those who may not have lived in the UK for the last three years) aged up to and including the age of 18 as eligible for funding.

- a) those who are accompanying or joining parents or spouses or civil partners<sup>2</sup> who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are EEA nationals), or those who are children of diplomats.
- b) those who are dependants of teachers coming to the UK on a teacher-exchange scheme.
- c) those who are entering the UK (where not accompanied by their parents) who are British (or EEA) citizens or those whose passports have been endorsed to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK.
- d) asylum seekers.
- e) those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support.

## **2 Application Process**

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the institution where they are enrolled.

Please complete the form in Appendix 1 and supply the necessary evidence so that the College can consider the application.

The College Administrator will check the application and submit the documentation to the College Business Manager or College Principal for authorisation.

The outcome of the decision will be advised in writing.

### Complaints/Appeals process

All complaints/appeals must be made in writing:

If the complaint concerns an operational processes or a complaint about customer service this will be dealt with under the Ambitious College complaints procedure.

If the complaint or appeal is not resolved than it will be passed to the Education Funding Agency (EFA).

### References

16 to 18 education: free meals for academic year 2016 to 2017

<https://www.gov.uk/guidance/16-to-18-education-free-meals-for-academic-year-2016-to-2017>

Name of Policy:	Ambitious College Policy for the Provision of Free Meals
Contractual/Non-Contractual	Non-Contractual
Date last approved	September 2016
Policy reviewed by	Ambitious College Governing Body
Date to be reviewed	August 2017
Responsibility of which ELT member	Vivienne Berkeley
Type of Policy	Ambitious College

**Appendix 1: Application form for the provision of free meals**

Please completed the form and submit it together with your supporting evidence to the College Administrator.

Title				
Surname				
First name				
Address				
Postcode				
Phone/Mobile				
Email				
Date of Birth (DD/MM/YY)				
Your Age	<i>You must be 16, 17 or 18 (i.e. under 19 on 31<sup>st</sup> August 2016) or 19-24 on 31<sup>st</sup> August 2016 who have an Education, Health and Care Plan (EHCP).</i>			
Have you an Education, Health and Care Plan (EHCP)?	Yes		No	
Do you satisfy the residency criteria set out by the Education Funding Agency (EFA) – see section 1.3 of the Provision of Free meals policy?	Yes		No	

To qualify you must be in receipt of one or more of the eligible benefits and produce the required evidence:

*Please tick the Yes and No columns and if Yes detail the evidence provided in the appropriate column.*

Eligible Benefit	Yes	Evidence Provided	No
Income Support			
Income-based Jobseekers Allowance			
Income-related Employment and Support Allowance (ESA)			
Support under part VI of the Immigration and Asylum Act 1999			
The guaranteed element of State Pension Credit			
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)			
Working Tax Credit <b>run-on</b> – paid for 4 weeks after you stop qualifying for Working Tax Credit			
During the initial roll out of the benefit, Universal Credit			

**Learner Declaration**

- I declare that the information on this form is true and accurate to the best of my knowledge.  
I have made this claim for the provision of free meals, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify Ambitious College immediately.

Applicant Signature		Date	
Learner's Representative (if Applicant unable to make own application)		Date	
Capacity of Learner's Representative			
Learner's Representative Phone/Mobile			
Learner's Representative Email			

**Office Use Only**

<b>Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Evidence seen and copy taken (originals returned)</b>
<b>Age</b>			
<i>Learner aged 16, 17 or 18 on 31<sup>st</sup> August 2016)</i>			<i>Not needed</i>
<i>Learner aged 19-24 on 31<sup>st</sup> August 2016) or 19-24 who have an Education, Health and Care Plan (EHCP).</i>			<i>Not needed</i>
<b>Residency</b>			
Declared that applicant satisfies the residency criteria set out by the Education Funding Agency (EFA) – see section 1.3 of the Provision of Free meals policy?			<i>Not needed</i>

<b>Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Evidence seen and copy taken (originals returned)</b>
<b>Eligible Benefits</b>			
<i>Income Support</i>			
<i>Income-based Jobseekers Allowance</i>			
<i>Income-related Employment and Support Allowance (ESA)</i>			
<i>Support under part VI of the Immigration and Asylum Act 1999</i>			
<i>The Guaranteed element of State Pension Credit</i>			
<i>Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)</i>			
<i>Working Tax Credit <b>run-on</b> – paid for 4 weeks after you stop qualifying for Working Tax Credit.</i>			
<i>During the initial roll out of the benefit, Universal Credit.</i>			
<b>Checking Eligibility</b>			
<i>I confirm the application meets the 3 parts of the Eligibility Criteria and copies of the benefit proof have been taken and retained.</i>			Name Signature  of College Administrator Date
<b>Authorisation to fund</b>			
<i>I confirm I have reviewed the application and authorise the funding.</i>			Name Signature
<i>Amount Funded £</i>	<i>FM</i>	<i>DB</i>	of College Business Manager or College Principal Date
<i><b>When authorized</b> if DB College Business Manager to make financial arrangements from Restricted Funds.</i>			Name Signature  of College Business Manager Date
<i><b>When authorized</b> College Administrator to inform Operations Manager and arrange purchase of meals via petty cash or credit card.</i>			Name Signature  of College Administrator Date
<i><b>When authorized</b> College Administrator to update Databridge for the ILR and complete the Free Meal Field code FME2 if eligible and taking free meals.</i>			