Joint Committee on Childcare for Students

CENTRAL CHILDCARE BURSARY SCHEME
APPLICATIONS 2019/2020

The Joint Committee on Childcare for Students operates the Central Childcare Bursary Scheme, which offers financial assistance to **EU and overseas** student parents with **Ofsted-registered** childcare costs.

Home students with dependant children are eligible to apply for the University Childcare Support Fund. For more information please visit [https://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts/university-childcare-support-fund-formerly-university-childcare-hardship](https://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts/university-childcare-support-fund-formerly-university-childcare-hardship).

**Eligibility**

Funding for the Childcare Bursary Scheme is derived through College contribution. All colleges participate in the scheme.

Bursaries are available to help with fees at any confirmed Ofsted-registered childcare provider, including the University Nurseries at West Cambridge and Eddington and the University of Cambridge Holiday Playscheme. See inside the back cover for guidance on Ofsted registration.

**General Rules**

The Central Childcare Bursary Scheme can offer limited financial assistance to EU and overseas student parents towards confirmed Ofsted-registered childcare costs. It is NOT for the general expenses of bringing up a child. All applicants are expected to have made reasonable and realistic provisions for dependant children, as evidenced in their Financial Guarantee to the University, and to have applied for all grants, benefits, allowances or other forms of support to which they are entitled. Where applicants have clearly not done so, the award of a bursary may not be appropriate. The scheme is intended for students in exceptional, unforeseen financial difficulty, rather than as a core source of support for childcare costs. If an applicant’s partner/spouse is neither working nor studying, it is assumed that they will be responsible for the childcare and a bursary would not ordinarily be awarded unless there are exceptional personal circumstances.

EU and overseas students or their partners may be entitled to certain welfare benefits, such as Child Benefit and tax credits, depending on their residency and, if applicable, immigration status in the UK.

Students subject to UK immigration control are not normally entitled to claim benefits and trying to do so could be a breach of visa conditions. See the UK Government website at [www.gov.uk](http://www.gov.uk) for further information.

**Students on Fieldwork**: In some circumstances, it may be possible for students who are required to undertake fieldwork away from Cambridge as part of their course to claim for childcare costs. The Childcare Committee will consider each case on its individual merits.

You are strongly urged to discuss your application in the first instance with your College Tutor who will be required to comment on and sign your application.

**Data protection**

*The personal information about your family circumstances that you provide on this form will be used for the purpose of assessing your Childcare Bursary application. It will be treated in strictest confidence and will only be disclosed to staff of the University and your College, if appropriate. For more information about how we handle your personal information, and your rights under data protection legislation, please see [https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data](https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data).*
When To Apply

Applications for the 2019-20 academic year will be accepted until 1st September 2020 or until the funds are exhausted, whichever is sooner. The Joint Committee on Childcare for Students anticipates that most of the available funding will have been distributed by Easter Term 2020. If your application is successful, the award you receive is intended to last for the entire academic year, while you are an active student and you are using childcare. **Students can only apply more than once if their circumstances have changed significantly.** The Childcare Committee will take into account exceptional circumstances and if you feel your case should be considered, you should apply.

Assessing Your Application

Childcare bursaries are assessed and awarded by comparing annual income and expenditure with Ofsted-registered childcare costs.

The Committee is also willing to take into account students with exceptional course demands or family circumstances, such as financial difficulties, illness or death, or size of the family. You should detail all information on the form that you would like the Committee to take into account when assessing your application. If necessary, attach an extra sheet. Please note that it may be necessary for the childcare provider to be contacted to clarify certain details on the application.

Awards are currently up to a maximum of **£5400** per year.

How to Complete the Form

Please answer all questions truthfully and fully with as much detail as possible. Print clearly or tick boxes as appropriate. You **must attach documentation, including relevant and most recent invoices, from the Ofsted-registered childcare provider detailing the secured place or places, including the child's name, costs, booking pattern and the start dates.** Return this form to your College Tutor for checking. Your Tutor may ask to see supporting documents before signing the declaration. A supporting statement from your Tutor can make all the difference in the Committee's decision to award a bursary.

Completed forms should be returned by your Tutor/College to: The Secretary, Joint Committee on Childcare for Students, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.

Ofsted Registration

The Committee usually only awards bursaries to students who are paying for Ofsted-registered childcare. Ofsted, the Government's Office for Standards in Education, Children's Services and Skills, inspects and regulates childcare facilities. Many childcare providers are required to register with Ofsted. Ofsted registration is split into the Ofsted Early Years Register and the Ofsted Childcare Register, which has compulsory and voluntary parts. Childcare providers that care for children from birth to five years must follow the Early Years Foundation Stage framework and join the Early Years Register. This includes nurseries, childminders and any out-of-school clubs and playschemes that care for younger children. Childcare providers that care for children under eight but older than five must join the compulsory part of the Childcare Register.

Some providers are not required to register but can opt to join the voluntary part of the Childcare Register. This includes settings that care for children aged eight and over, providers of short-term care, or carers who work in the child’s own home such as nannies. These providers are considered Ofsted-registered for the purposes of the Central Childcare Bursary Scheme.

Ofsted also inspects state schools. Out-of-school or holiday clubs provided directly by schools do not have to be Ofsted-registered in the same way, but will be inspected by Ofsted when they carry out a full school inspection. These clubs are considered Ofsted-registered for the purposes of the Central Childcare Bursary Scheme.

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More information on Ofsted registration can be found at www.gov.uk/government/organisations/ofsted. Ofsted-registered childcare does not include private music lessons, leisure activities or childcare undertaken by family members.

**Payments**

You will receive an initial confirmation of receipt before your application is assessed. The aim is to assess and respond to your application within six working weeks of receipt, although sometimes final decisions may depend on the provision of further information by applicants. If you send your form in early i.e. in July or August, awards will not be made until the start of the academic year. However, we are willing to approximate the level of award that you may be eligible for.

If you are successful, a cheque will be sent to your College Senior Tutor’s office or you can collect it from the Childcare Office, at an agreed upon time. Awards will be paid in a single instalment.

**Appeals**

If you are unhappy with the outcome of your application and believe that there has been a miscalculation or misunderstanding of the figures or information you have provided, you should initially discuss the matter with your Tutor. The Committee administrators will seek to resolve appeal cases or other cases of disagreement through negotiation with your College and through consultation with the Chair of the Joint Committee on Childcare for Students. Appeal cases that cannot be resolved in this way will be referred to the full Committee for final adjudication.

**Further Information**

See the Childcare Office website at www.childcare.admin.cam.ac.uk for further information, useful contacts, support and childcare advice. You can also contact the University Childcare Information Adviser, the Cambridge University Students’ Union or the Graduate Union.

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<th><strong>Childcare Information Adviser</strong></th>
<th><strong>CUSU</strong></th>
<th><strong>The Graduate Union</strong></th>
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<tbody>
<tr>
<td>Childcare Office</td>
<td>17 Mill Lane</td>
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<td>21 Trumpington Street</td>
<td>Cambridge</td>
<td>Cambridge</td>
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<td>Cambridge CB2 1QA</td>
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<td>Tel: 01223 332249</td>
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<td>Email: <a href="mailto:childcare@admin.cam.ac.uk">childcare@admin.cam.ac.uk</a></td>
<td>Email: <a href="mailto:info@cusu.cam.ac.uk">info@cusu.cam.ac.uk</a></td>
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<td>Web: <a href="http://www.childcare.admin.cam.ac.uk">www.childcare.admin.cam.ac.uk</a></td>
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