



## **Brockenhurst College – Care to Learn (C2L) procedure**

### **Purpose**

This procedure outlines Brockenhurst College's approach to supporting eligible students who are parents under the **Care to Learn (C2L)** funding scheme. The purpose of this document is to ensure that all eligible students and childcare settings receive timely financial, enabling them to continue their education, while maintaining accountability to both the Department for Education (DfE) and childcare providers.

This procedure applies to all students under the age of 20 at the start of their course who require childcare support while studying at Brockenhurst College.

This was previously paid directly to the childcare provider from the government. The College now has to pay providers, checking their validity and claim the funding back from the DfE.

### **Statement**

Brockenhurst College is committed to:

- Supporting young parents to access education by removing financial barriers related to childcare.
- Administering the Care to Learn scheme in accordance with government guidance and timelines.
- Ensuring that **childcare providers are paid promptly on a monthly basis** once attendance and funding confirmation requirements have been met.
- Maintaining clear, transparent communication between the student, childcare provider, and the College.

### **Eligibility**

Students may be eligible for Care to Learn funding if they:

- Are under 20 years old at the start of their course.
- Are the main carer of their child.
- Are enrolled on a publicly funded course at Brockenhurst College.
- Use an **Ofsted-registered childcare provider**.

Eligibility is determined by the national Care to Learn scheme, and not by the College.

### **Application Process**

The College will support students through the Care to Learn application process as follows:

### **Stage 1 – Information and Guidance**

- Students expressing childcare needs will be signposted to the scheme and offered assistance in completing their online application.

### **Stage 2 – Application Support**

- The College may assist students in completing the Care to Learn form and ensure all sections are fully completed, including childcare provider and college confirmation details.
- The student must supply supporting documents such as:
  - Child's birth certificate
  - Childcare provider's Ofsted registration number
  - Proof of benefits or income
  - College enrolment confirmation

### **Stage 3 – Submission and Verification**

- The completed application is reviewed and verified by the College's authorised staff (Pastoral, Wellbeing and Behaviour Manager).
- Once verified, the College confirms student attendance details directly with Care to Learn for processing.

### **Payment Process**

To ensure consistency and reliability of payments:

- The **Care to Learn team** (DfE contractor) pays funds to the **College**, which then distributes payments to the childcare provider.
- The College commits to processing and **releasing payments to childcare providers within 10 working days** of receipt of Care to Learn funds.
- Payments to childcare providers will be made **on a calendar-month basis**, subject to the student's confirmed attendance.
- The College will communicate with the provider each term to confirm ongoing childcare arrangements and hours.

### **Attendance monitoring**

- Attendance data will be reviewed monthly to confirm continued eligibility for Care to Learn payments.

- Absence of more than four consecutive weeks without approved reason may lead to suspension/ceasing of payments until attendance resumes.
- The College will liaise with the student to offer support if attendance barriers arise (e.g., welfare, transport, or housing issues).
- The College reserves the right to withdraw a place in line with a failure to meet the College's expectations. It is likely that the student may also be subject to disciplinary procedures or the Back on Track/Cause for Concern process.

### **Change in Circumstances**

Students must inform the College immediately of any changes, including:

- Change of childcare provider or hours.
- Change in course or withdrawal.
- Changes in personal circumstances (e.g., address, benefits).

Failure to notify the College may result in delay, suspension, or recovery of funds.

### **Roles and Responsibilities**

#### **Pastoral, Wellbeing and Behaviour Manager (College Representative):**

- Provide information, advice and application support.
- Maintain accurate records of student eligibility and payments.
- Authorise and confirm all applications to Care to Learn informing Finance Team.
- Liaise with Care to Learn administrators and childcare providers.
- Approve monthly payments to childcare providers.
- Oversee compliance with DfE funding regulations.

#### **Childcare Provider:**

- Ensure Ofsted registration remains valid.
- Submit accurate invoices or attendance confirmations to the College each month.
- Notify the College of any safeguarding or attendance concerns.

#### **Student:**

- Maintain satisfactory attendance and engagement in learning.
- Notify the College of any changes promptly.
- Work in partnership with the College and childcare provider to ensure continuity of care.

- Submit application form to [studentservices@brock.ac.uk](mailto:studentservices@brock.ac.uk).
- Adhere to any terms and conditions or expectations of the designated childcare provider.

### Payment Schedule

Month	Payment Period	Payment Date (approx.)	Notes
<b>September</b>	Weeks 1–4	30 September	Initial payment once attendance confirmed
<b>October</b>	Weeks 5–8	31 October	Monthly payment
<b>November</b>	Weeks 9–12	30 November	Monthly payment
<b>December</b>	Weeks 13–16	20 December	Early payment before Christmas break
<b>January – July</b>	Ongoing monthly	Final working day of month	Payments continue monthly on confirmation of attendance

### Deposits and registration fees

C2L can pay deposits of up to a maximum of £250 per child if the childcare provider requires this. Deposits should be paid for from the childcare funding. You must record the amount of any deposit payment recorded in your auditable records.

C2L will also pay any registration fees that are charged by the childcare provider, up to a maximum of £80 per child. This is a one-off payment that does not form part of the weekly maximum rate and will not be paid for subsequent academic years if the student uses the same childcare provision.

### Summer Retainers

Summer retainers can be paid to childcare providers, if required, to hold the childcare place over the summer holiday period. This only applies if a student is finishing study in one year and continuing their study in the next academic year. The young parent and their study programme must continue to meet the eligibility criteria for a summer retainer to be payable.

To be eligible for a summer retainer for summer 2026, the student must:

- have received C2L funding in academic year 2025 to 2026 and be intending to return to the study programme in academic year 2026 to 2027

- be on a study programme that has lasted for 6 weeks or more in academic year 2025 to 2026
- be on a study programme that finishes no earlier than 26 May 2026
- be intending to continue with the same childcare provider they used during academic year 2025 to 2026
- have been using the childcare provider for a minimum of 6 weeks

Summer retainers can be paid for a maximum of 8 weeks with the amount per week not exceeding the C2L weekly maximum rates.

The College will claim up to 5% on top of the total amount claimed to contribute to those costs. Any summer retainer payment is excluded from the calculation.

### **Record Keeping**

- All Care to Learn records will be retained securely for a minimum of **six years** in accordance with funding audit requirements.
- Records include applications, attendance confirmations, payment evidence, and communication logs.
- The funding covers up to £185 per week and £0.25 per mile if the provider is not on the site of the education provider

### **Review and Monitoring**

This procedure will be reviewed annually by the **Pastoral, Wellbeing and Behaviour Manager** in consultation with the **Finance Department** and **Student Services**, to ensure compliance with any updated DfE guidance or changes to the Care to Learn scheme.

### **Related Policies and links**

- Financial Support and Bursary Policy
- Attendance and Engagement Policy
- Safeguarding and Child Protection Policy
- Equality, Diversity, and Inclusion (EDI) Policy

[Care to Learn academic year 2025 to 2026: conditions of grant funding - GOV.UK](#)

[Complete the Care to Learn and 16 to 19 Bursary Fund for defined vulnerable groups funding claim - GOV.UK](#)

**Review:** Annually. Next review - July 2026 ( Pastoral, Wellbeing and Behaviour Manager)

## Appendix - Application Form

### Care to Learn Funding Application Form (College Supported)

#### Section 1 – Student Details

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

College Name: Brockenhurst College

College Address: Lyndhurst Road, Brockenhurst, Hampshire, SO42 7ZE

College Contact (Staff Member): Lee Melville - Pastoral, Wellbeing and Behaviour Manager

Contact Email: lmelville@brock.ac.uk

Contact Number: 01590 625555

#### Section 2 – Childcare Details

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Childcare Provider Name: \_\_\_\_\_

Ofsted Registration Number: \_\_\_\_\_

Address of Provider: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Hours of Care Required (weekly):** \_\_\_\_\_

**Days of Care:** \_\_\_\_\_

**Cost per Day/Hour:** \_\_\_\_\_

### **Section 3 – Parental and Financial Details**

**Do you live with a partner?**  Yes  No

**Do you currently receive any of the following benefits? (tick all that apply)**

Universal Credit

Income Support

Employment and Support Allowance

Jobseeker’s Allowance

Child Benefit

Housing Benefit

**Do you receive Child Tax Credit or Working Tax Credit?**  Yes  No

If yes, please attach your most recent **award notice** from HMRC or your **Universal Credit statement**.

### **Section 4 – Travel Requirements (if applicable)**

If your childcare provider is not located near your home or college, Care to Learn can support travel costs between your childcare provider and Brockenhurst College.

**Do you require help with travel costs?**  Yes  No

If yes, please explain:

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### **Section 5 – Student Declaration**

I confirm that:

- I am under 20 years old when my course starts.
- I am the main carer of my child(ren).
- The childcare provider named above is Ofsted-registered.
- The information provided in this form is true and accurate.

- I understand that any changes to my course, childcare, or personal circumstances must be reported to Brockenhurst College and Care to Learn immediately.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### **Section 6 – College Confirmation**

(To be completed by Brockenhurst College)

I confirm that the above-named student:

- Is enrolled on an eligible publicly funded course at Brockenhurst College.
- Is eligible for Care to Learn support under current government criteria.
- Has been advised of the responsibilities associated with Care to Learn funding.

**College Representative Name:** Lee Melville

**Position:** Pastoral Wellbeing and Behaviour Manager

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Section 7 – Childcare Provider Declaration**

I confirm that:

- I am Ofsted-registered and currently approved to provide childcare.
- The details of the childcare provision and associated costs listed in this application are correct.
- I agree to comply with Care to Learn payment processes and reporting requirements.

**Provider Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Section 8 – Documentation Checklist**

Please attach the following:

- Proof of your child's date of birth (birth certificate)
- Proof of your address
- Childcare provider's Ofsted registration certificate

- Bank details for the childcare provider
- Proof of benefits or income (UC statement or tax credit notice)
- Proof of college enrolment letter

### **Submission Instructions**

- Submit completed form to: **Student Services, Brockenhurst College**
- Email copies may be sent to **studentservices@brock.ac.uk**
- The College will review and forward to the **Care to Learn scheme** for formal processing.
- For more information or help completing this form, contact **www.gov.uk/care-to-learn** or call **0800 121 8989**.