**POLICY STATEMENT - TRAVEL AND ACCOMMODATION GRANT – VER 2.1 – 08-02-2023**

1. **INTRODUCTION**
	1. **The maximum grant that can be claimed for the academic year 2023-2024 is £6365.00.**
	2. **This document provides a framework to parents and carers:-**
		1. **to aid them in securing safe and acceptable accommodation for their child(ren) when moving to Post-16 education on the mainland, in cases where a school/college does NOT provide residential accommodation, OR**
		2. **where parents/carers have secured a place in a school/college with residential accommodation**
		3. **grant funding can be released at the discretion of the Council of the Isles of Scilly, dependent upon individual circumstances, for example where a parent/carer is required to make an “up front” payment or purchases flights/crossings in advance.**
		4. **Proof of purchase will always be required. Where this does not happen, monies allocated will be reclaimed by the Council so that it complies with the terms of the grant received from the Education and Skills Funding Agency.**
2. **ACCOMMODATION**
	1. **The Council of the Isles of Scilly has not approved, and is unable to approve, any accommodation, either private, or within a residential school/college, and makes no warranties or representation regarding the suitability, quality of provision, health and safety, facilities or condition of the accommodation which is provided.**
	2. **Where there is a requirement for an “up front” payment to secure accommodation, or a place in a residential school/college, then, subject to the conditions set out below, payment can be made from within the current grant maximum (£6365.00 with effect from 2023 to cover the academic year 2023-2024)**
	3. **The Council of the Isles of Scilly is not responsible for arranging accommodation.**
	4. **Parents and carers are responsible for securing accommodation for their child(ren).**
	5. **All arrangements made are done so between parents/carers, students and the chosen landlord/accommodation providers. Parents/carers and their child(ren) are strongly advised to visit accommodation to ascertain its suitability before entering into any agreement.**
	6. **Students and parents must hold an agreement with the landlord/accommodation provider to cover aspects including:**
* **Safeguarding**
* **Rent**
* **Deposits**
* **Right of Access**
* **Responsibility for Repairs**
* **Insurance**
* **Security**
* **Termination of the agreement**
* **Notice period for Termination**
	1. **Decisions about the provision of grant funding for accommodation by the Council of the Isles of Scilly, to students, parents/carers, are conditional upon receipt of a signed agreement between parents/carers and the landlord/accommodation provider. Parents/carers may wish to use the model within this document, or a similar document of their choosing.**
	2. **The specific terms for the provision of accommodation are a matter for agreement between parents/carers and landlords/accommodation providers, and must be documented within a signed agreement between the same.**
	3. **The Council of the Isles of Scilly is not responsible for the actions of students.**
1. **TRANSPORT AND TRAVEL ARRANGEMENTS**
	1. **The Council of the Isles of Scilly is not responsible for arranging transport to and from accommodation, either private or as part of a residential school/college.**
	2. **For the academic year 2023-2024 onwards, paremts/carers can claim, from the grant maximum, up to 6 return journeys for their child(ren) engaged in Post 16 education or training on the mainland, subject to the conditions set out below.**
	3. **The Council of the Isles of Scilly is not responsible for the actions of students when travelling on the mainland, or to and from the Isles of Scilly.**
2. **CLAIMING GRANT FUNDING**
	1. **ACCOMMODATION**
		1. **Parents must  return a copy of a signed agreement, using the form contained within this document, or one that is similar in Terms of content, and which addresses the bullet points in 2(f) above, to** **Post16@scilly.gov.uk** **,** **as evidence to support the payment of the ESFA discretionary travel and accommodation grant.**
	2. **TRANSPORT and TRAVEL**
		1. **Receipts/invoices of proof of travel should be provided to** **Post16@scilly.gov****.uk as evidence to support the payment of the ESFA discretionary travel and accommodation grant.**
3. **CLAWBACK**
	1. **The Council of the Isles of Scilly has a duty to return unspent grant money to the ESFA each year.**
	2. **Parents/carers will be advised by CIOS Children’s Services of the final cut off date(s) for the submission of receipts/invoices.**
	3. **In the case where claims are not supported by invoices/receipts, or where circumstances change for students (for example, by leaving a course, school/college before completion) then the Council will seek reimbursement from parents/carers.**