

Verification for care-experienced students 2022/23

This guidance is intended to help you complete the verification for care-experienced students. It outlines what each section of the form is and details how you can obtain the required evidence.

[You can access the form using this link.](#)

Section 1: Personal Details

In this section you will be asked:

- First name
- Last name
- King's student ID number
- Course of study
- Name of Faculty
- Age when you started your current course at King's
- Current year of study
- Number of years remaining in course
- Preferred contact telephone number
- KCL email address

Section 2: Background

In this section you will be asked:

- Whether you are a care leaver, care-experienced or estranged. [Please note, our guidance for completing this form as an estranged student is available here.](#)
- To provide evidence that you are that status, or for an explanation of why you cannot provide evidence.
- Whether you have applied for student funding and to upload your notification of entitlement award letter from Student Finance for the current academic year.

The information below should help you in answering these questions.

Care-experienced definition

Our definition of care-experienced is anyone who, at any stage in their life, for any length of time (no matter how short a time period):

- Has been in care, or
- Is currently in care, or
- Is from a looked-after background, including adopted children who were previously looked-after. This could be looked after in the UK (United Kingdom) or Overseas

Individuals would need to meet the following criteria in order to be eligible for additional support:

- Under 25 at the start of your course
- Assessed as a home fee payer*
- Have lived in public care or as a looked-after child, including with foster carers under local authority care, in a residential children's home, or that have been adopted after being in care.

This does not refer to time spent in boarding schools, working in a care or healthcare setting, being admitted, or detained in a healthcare setting under the mental health act, or if you are or have been a carer yourself.

*If you have been in care in the UK, but are not a home fee payer, please contact us to discuss this in greater detail. You can email the team at CEES_VERIFICATION@KCL.AC.UK

Care leaver definition

The term care leaver refers to anyone who has been in care or from a looked-after background, for at least 13 weeks (about 3 months) since the age of 14, and was in care on their 16th birthday.

Individuals would need to meet the following criteria in order to be eligible for additional support:

- Under 25 at the start of your course
- Assessed as a home fee payer*
- Have lived in public care or as a looked-after child, including with foster carers under local authority care or in a residential children's home.

*If you have been in care in the UK, but are not a home fee payer, please contact us to discuss this in greater detail. You can email the team at CEES_VERIFICATION@KCL.AC.UK

Obtaining evidence

It is really important that you obtain evidence where possible that shows you are care-experienced or a care leaver. This helps to ensure we give support to the right people.

Care Leavers

If you are a care leaver, you should ask your Personal Advisor or Social Worker to confirm that you are a statutory care leaver. Ask them for a letter on headed paper including details about the support they will provide for you while you are at university.

If you do not have a personal adviser or social worker, you can contact the Duty Social Worker within the local authority where you spent time in care.

Care-experienced

A letter on headed paper from the local authority where you spent time in care. This letter needs to confirm that you have spent time in care.

If you do not have this letter already, you should contact the Duty Social Worker within the local authority where you spent time in care.

Difficulties in obtaining evidence

If you struggle to obtain evidence from the methods above, then you can answer 'no' to the question, 'Can you supply evidence that you are a care leaver, care-experienced or estranged.'

You should only answer no to this question after you have attempted to gather evidence from the local authority.

You will then be asked to explain why you cannot provide evidence. Please give as full an answer as possible, explaining the steps you have taken to obtain the evidence.

If you are unsure, contact the King's Advice team (advice@kcl.ac.uk) for consultation on whether you would meet the criteria to be assessed by Student Finance England as independent due to estrangement.

Care-experienced & estranged

If you are both care-experienced and estranged, you can select either of these on the form as the support you receive will be the same. Selecting estranged may be easier for you if you have already been assessed as estranged by student finance. [You can read about the evidence you would need to verify that you are estranged here.](#)

Student Finance

You will be asked to provide your Student Finance Notification of Entitlement award letter. This information is usually sent by post. If you no longer have a copy of the document, you can access a copy of this letter on your online Student Finance account under the tab letter and emails.

Section 3: Data sharing

In this section, you will be asked:

- if you agree to a data sharing agreement.

It is important that you read this in detail to ensure you understand how data will be shared across the university. If you do not agree, we will be unable to verify your status as care-experienced or a care leaver.

Section 4: Next steps

In this section, you are given:

- links which outline the support you may be entitled to if verified as care-experienced.

Please read this thoroughly so you understand how King's can support you through your studies.

Form submission

You then need to submit your form. We will contact you to inform you of the outcome of the verification process. You can normally expect to hear the outcome within three weeks of your form submission.

If you have any questions about completing this form, please contact us on cees_verification@kcl.ac.uk.

If you are unsure if you meet the definition of care-experienced or care leaver, contact the King's Advice team (advice@kcl.ac.uk) for consultation and support.