

ASPIRE • BELIEVE • ACHIEVE



Prospect
School

Hardship Policy and Grant Application Form

Staff Responsible	Assistant Headteacher
Date Approved	10/07/2018

General Information

What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help available to all registered full time school students. The aim of the Fund is to help students who have difficulties in paying for such items as mentioned below. The Hardship Grant is a one-off application. The school will contribute towards the cost of the following:

1. Curriculum trips, visits and year group residential
2. Uniform
3. Other materials or equipment required for their academic studies
4. Expenses to attend seminars, interviews or work experience placements
5. Emergency travel expenses

Payments from the Fund are discretionary and if awarded do not need to be repaid.

The School will consider requests for hardship funding from the following groups of students:

- students living alone outside the family home
- students in receipt of free school meals
- students in families with very low incomes
- students with disabilities
- students who are or have been in care

Your Children may be eligible for grants from our hardship fund if:

- A household income of below £25,000
- A student whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/ Child Tax Credit, Income Based Employment and Support Allowance (ESA), who is not entitled to free school meals
- At the decision of the Headteacher, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship

Proof of Benefit/Income is required (if not already registered for Free School Meals):

- Proof of benefit/income must have been issued within the last six months.

How to apply to the Hardship Fund

An application should be made through the Headteacher. The application will remain confidential and will be considered by the Headteacher given their knowledge of the student's circumstances. If approved by the Headteacher the application will be passed to the Finance Office for processing.

The payment will be made only in the following ways

- For emergency travel expenses the payment will be cash/cheque/transfer depending on requirements.
- For all other expenses the payment will be made through the School internal financial system directly to the parent.
- Payment for school trips will be paid directly into the specified school trip account.

A student may be able to apply for hardship support at any time during the academic year. Students cannot appeal a decision not to award a hardship grant as the Headteacher's decision is final.

Please complete and return this form with the necessary supporting documentation to the Headteacher's P.A.

Your Details

Please complete in capital letters

Title:	<i>Miss, Ms, Mrs, Mr or</i>
Surname or Family	
First Name:	
Address:	
Postcode:	
Telephone:	
Email address:	

Children you wish to claim for:

Name of child	Tutor Group	Date of Birth	Gender (M or F)

School Uniform Grant

Item	Please tick
School jumper	
School tie	
P.E. T-shirt	
P.E. Shorts	

School Trip Support Application

Name of trip	
Dates of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	

Other

	Reason	Amount
Equipment for Academic Studies		
Expenses		
Emergency travel expenses		

Declaration

I certify that the information provided here is true. I understand that a false declaration will result in the refusal of this application.

Parent or Career's signature:

Date:

Your application will be processed in due course.

Office use	
Date Received:	
Received by:	
Approved?	YES / NO <i>(delete as necessary)</i>
Approval Date:	
Approved by Headteacher Signed:	