

Hardship Fund Policy

Approved by:	Headteacher
Date:	November 2020
Proposed review date:	As necessary
Owner:	Assistant Headteacher, Teaching & Learning (Sub Groups)

OVERVIEW

The Hardship Fund is a discretionary source of financial help available to all registered full-time Academy students.

The aim of the Fund is to help students who have difficulties in paying for:

- Curriculum trips, visits, year group residential courses and other activities (usually up to 20% of the cost, but can be up to 100% at the discretion of the Headteacher)
- Uniform, shoes or sports kit
- Other materials or equipment to assist in academic studies
- Other necessary expenses

Payments from the Fund are discretionary and if awarded do not need to be repaid. Hardship Fund payments are not normally made towards the cost of out-of-catchment transport.

Limited resources are available from the Hardship Fund. Funds are topped up through fundraising and voluntary contributions. Donations of school uniform to the Fund are welcomed.

ELIGIBILITY

The Academy will consider hardship fund applications in relation to the following groups of students:

Parents/Carers in receipt of benefits which qualify for Free School Meals:

- Income Support
- Income-Based Jobseekers' Allowance
- Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but not Working Tax Credit, with an annual income below £16,190
- Guarantee Element of the State Pension Credit.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Students

- Who have disabilities
- Who are in care, or who have left care
- Who live alone outside the family home
- Who have a very low family income.

If you are experiencing hardship and do not fall into the categories above, please contact your child's Student Manager in the first instance to discuss your exceptional circumstances.

Proof of Benefit is required. Proof must be in letter form and:

- Must have been issued within the last six months
- Must show the family address given
- Must be included with the grant application.

Bank statements, incapacity, housing and council tax benefit are not valid proof.

APPLICATION PROCESS

An application should be made through the relevant Student Manager. The application must remain confidential and will be considered by the Student Manager given their knowledge of the student's circumstances.

If approved by the Student Manager the application will be passed to the Headteacher and the Finance Director for review and final approval.

A student may be able to apply for hardship support at any time during the academy year. It is possible to apply more than once, but usually only where circumstances have changed – approval of one application does not necessarily mean that further applications will be approved. Students and their families cannot appeal a decision not to award a hardship grant as the Headteacher and Finance Director's decision is final.

Payments from the hardship fund would normally be 'in-kind' e.g. direct provision of uniform or sports kit, materials and equipment, or by contribution towards trip and visit expenses.

Applications for hardship support towards activities taking place in the future (e.g. curriculum trips) will not routinely be approved until close to the time of the activity. This prevents the Academy from committing itself to financial support that may not be required, for example, if changing family circumstances mean that hardship support is no longer required.

YEAR 12 AND 13 STUDENTS

16-19 Bursary

Students experiencing hardship in Years 12 and 13 should apply for a 16-19 Bursary in the first instance. The Academy receives funding every year to help and support any student who faces financial barriers to participation in education and training, such as the costs of transport, food or equipment. The application form is available via the school website. Applications for bursaries may be received throughout the academic year. We will retain some of the funding in the form of a contingency which will take account of applications received during the year.

ASSOCIATED POLICIES AND PROCEDURES

- Charging and Remissions Policy
- Trips and Visits Policy
- 16-19 Bursary Fund Application Form

Hardship Grant Application Form



Your Details

Please complete in capital letters

Title	
First Name	
Surname	
Partner's First Name (if applicable)	
Partner's Surname (if applicable)	
Address	
Postcode	
Telephone	
Email address	

Students you wish to claim for:

Name of student	Form

Hardship Grant Application Form

Clothing Application



Items of clothing needed. Please provide sizes for items. If you need the same item of clothing for more than one child, please complete another copy of this page.

Item	Tick if needed	Number needed	Size
School Uniform			
WHS Jumper			
White Shirt			
Clip-on tie			
Plain black footwear			
Black school trousers			
School skirt			
Sports Kit			
Polo shirt			
Shorts/Skort			
PE Socks			
Football boots			
Trainers			

Hardship Grant Application Form



School Trip Support Application

The School can support any one school trip up to a value of £100 or a residential trip up to 20% of the cost. This support is offered on a discretionary basis. If we receive Pupil Premium in respect of your child we may be able to offer limited additional support.

The support is offered only where your circumstances meet the criteria. You should not apply for a trip if you do not expect to be able to meet the repayment schedule.

Name of School Trip	
Dates of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	
Reason why you are seeking support	

Students you wish to claim for:

Name of student	Form

Hardship Grant Application Form



Declaration

Grounds for Application *(please tick all that apply)*

Ground for Application	Tick if applies	Evidence enclosed
<i>In receipt of qualifying benefits:</i>		
• Income Support		
• Income-Based Jobseekers' Allowance		
• Employment and Support Allowance		
• Support under Part VI of the Immigration and Asylum Act 1999		
• Child Tax Credit, but not Working Tax Credit, with an annual income below £16,190		
• Guarantee Element of State Pension Credit		
• Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit		
• Universal Credit		
<i>Other grounds:</i>		
• Student in receipt of Free School Meals		
• Very low family income		
• Student has disabilities		
• Student in care, or care leaver		
• Student with siblings in the same year		
• Student living alone outside the family home		
<i>Other (please specify):</i>		

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

Signature of Parent/Carer	Date

OFFICE USE ONLY:

Date received	By	Approved? Y/N	Date