

Uniform Hardship Policy & Grant Application Form



General information for Parents and Carers

1. 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 uniform or sports kit.

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 living in military families
- 🏆 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 £18,000
- 🏆 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 is required (if not already registered for Free School Meals):
- 🏆 Proof of benefit must have been issued within the last six months

2. 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 directly to the uniform supplier. No monies will be given to parents/carers. A student may be able to apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed. 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 Head's PA.

DOWNHAM MARKET ACADEMY

Uniform Grant

APPLICATION FORM

NB THIS FORM MUST BE COMPLETED BY THE PARENT APPLYING FOR THE GRANT. PLEASE SUBMIT THIS FORM AND ALL YOUR SUPPORTING DOCUMENTS TO THE HEAD'S P.A. AT BEXWELL

SECTION 1 - STUDENT DETAILS (please print details)

First Names		Surname	
Date of Birth		Home telephone	
Email Address		Mobile	

SECTION 2 - NOMINATED GRANT

(Please tick the box that applies to you the parent/carer and submit evidence)

- The student is living alone outside the family home
- You are a military family
- The student is in receipt of free school meals
- The student is in a family a with very low income
- The student has disabilities
- The student is, or has been, in care

SECTION 3 - DISCRETIONARY GRANT

Does the child receive free school meals: Yes No

The child permanently lives in a household where the parents / carers receive one of the following (please tick the appropriate boxes)

Name of person receiving benefit	
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Income support

Job seekers allowance

Working or Child Tax Credits (with gross income of less than £18,000)

Employment Support Allowance

Housing Benefit or Council Tax Benefit

SECTION 3 (Continued)

Please supply evidence of your household income with this application form by way of **one** of the following:

- P60 (all household members with an income)
- Receipt of Benefit Notification
- Tax Credit Award Notification
- Self Employed Income Notification

SECTION 4 - FURTHER INFORMATION

Please give below details of any other circumstances that you would like us to know about to help with your application

SECTION 5 - FUNDING REQUIREMENTS

Please select the details of assistance required. Reimbursement will be made against submitted claim forms and providing all requirements have been met.

Blazer, jumper, tie, sports top & rugby shirt (boys only)

Blazer, jumper, tie & sports top (girls only)

Blazer & jumper only

SECTION 6 - METHOD OF PAYMENT

Payment of the Uniform Grant will be made directly to the uniform supplier, Stratfords against appropriate invoices with items being delivered to or collected by parents/carers.

SECTION 7 - DECLARATION

Please read the declaration below carefully before signing:

- 1
 - (i) I declare that the statements made on this form are true and, to the best of my knowledge and belief, are correct in every respect;
 - (ii) I undertake to supply any additional information that may be required to support this application - I understand that, if I refuse to provide information relevant to my claim, the application will not be accepted;
 - (iii) I undertake to tell the Academy, in writing, of any change in my circumstances;
 - (iv) I agree to repay the Academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- 2 I am aware that the funding covers only this academic year and that I must re-apply next year - there is no guarantee that I shall receive funding for future years even if I am eligible for the current year.

Signed	(Parent or Guardian named above)	Date
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FOR OFFICE USE ONLY

Date received			
Grant approved	YES NO	Type of Grant	NOMINATED DISCRETIONARY
Funding requirements (circle)	Blazer, jumper, tie, sports top & rugby shirt (boys only) Blazer, jumper, tie & sports top (girls only) Blazer & jumper		
Authorised by		Date of authorisation	
Additional notes			