



Smithdon High School Learner Support Fund Application Form

What is the Learner Support Fund?

The Learner Support 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:

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

Payments from the Fund are discretionary and repayment is not required.

The Academy will consider requests for Learner Support 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
- Students with parents who are experiencing temporary financial hardship which has led to a temporary reduction in income.

Your Children MAY be eligible for assistance from our Learner Support Fund fund if:

- You are in receipt of child benefit for them

AND

- You are receiving one of the following three benefits to support your income:
 - Income Support
 - Income-based Job Seekers Allowance
 - Child Tax Credit
 - Working tax credit

OR

- You are receiving one of the following three benefits as your **ONLY** source of income:
 - Widowed Mother's Allowance
 - Incapacity Benefit
 - State Pension Credit

OR

- You are experiencing a reduced income as a result of temporary financial hardship such as illness or caring for a relative.

Written proof of Benefit (as described below) is required and should be supplied with your application:

- Proof of benefit must have been issued within the last six months
- Proof must show the family address given
- Proof must be included with the application

NB: Bank Statements, incapacity, housing and council tax benefit are not valid proof.

Proof of Benefits can be obtained from:

- Inland Revenue Child Benefit Office 0845 302 1444
- Inland Revenue Tax Credits 0845 300 3900
- Jobcentre Plus 0845 604 3719
- Migrant Helpline 020 8774 0002

How to apply to the Learner Support Fund

Applications should be made to the Headteacher. Application will remain confidential and will be considered by the Headteacher in view of the student's circumstances.

If approved by the Headteacher, the application will be passed to the Principal Finance Officer for final approval of the payment.

Payments will be made as follows:

- For assistance with uniform purchase, parents will be advised of the amount awarded and contacted directly by the school shop to arrange their purchase.
- For all other expenses, payment will be made through the Academy internal financial system or on receipt of an invoice for goods purchased.

Students may apply for Learner Support funding 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. Only one application per type of assistance (eg uniform, or trip assistance) will be considered per year. Students will be granted no more than one application for non-UK residential trips during their entire registration with the Academy.

The Headteacher's decision is final; no appeal can be made concerning a decision relating to funding.

Please complete and return this form (form A) together with the appropriate application form for the category of support requested and ensure that you have provided the necessary supporting documentation to:

Finance Department
Smithdon High School
Downs Road
Hunstanton
Norfolk
PE36 5HY

By hand – Finance Office

For enquiries call – 01485 534541

PLEASE NOTE THAT ANY APPLICATION RECEIVED WITHOUT SUPPORTING EVIDENCE OF HOUSEHOLD INCOME WILL NOT BE PROCESSED AND THE APPLICANT WILL NOT BE NOTIFIED. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THEY HAVE PROVIDED DOCUMENTATION IN SUPPORT OF THEIR APPLICATION.

PERSONAL DETAILS (FORM A)



Please complete in capital letters:

Title:	<i>Miss, Ms, Mrs, Mr or Other</i>
Surname or Family Name:	
First Name:	
Partner's Surname <i>(if applicable):</i>	
Partner's First Name <i>(if applicable):</i>	
Address:	
Postcode:	
Telephone:	
Email address:	
Annual Household Income <i>(please attach proof with your application)</i>	
If you are in receipt of benefits, please state which type <i>(please attach proof with your application)</i>	

Shop Item Application

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

Item	Tick if required	Number required	Size
Blazer			
Tie (please indicate colour)			
Skirt			Waist:
Jumper			Chest:
PE polo shirt			Chest:
PE football shirt			Chest:
PE Socks			
PE sweatshirt			
PE T-shirt			
PE shorts			

Any other items:

Please provide details of the equipment required (eg calculator, Art book etc)	Cost Per item	Number of items required

Children you wish to claim for:

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

For Internal use only:

Date application received	
Proof of household income received	
Assistance granted	Yes/No
Band of assistance awarded	1/2/3/4