



## **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>	

## Music lessons Support Application

Lesson Type (30 / 60 mins)	
Instrument?	
Instrument Hire Option Required?	Yes / No
Is your child currently taking music as one of their GCSE options? <i>(please circle)</i>	Yes / No

### 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