



**Outwood Grange Academies Trust**

**Hardship Policy and Grant Application**

**Form**

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V3	Jun 16	KB	Review – no revisions

# General Information for Parents and Guardians

## What is the Hardship Fund?

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:

1. Curriculum trips, visits and year group residentials ( up to 100% of the cost)
2. Uniform, shoes or sports kit
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 Academy 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 Principal, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship

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

- 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 grant application
- Bank Statements, incapacity, housing and council tax benefit are not valid proof.

**Letters of 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 Hardship Fund**

An application should be made through the Principal. The application will remain confidential and will be considered by the Principal given their knowledge of the student's circumstances. If approved by the Principal the application will be passed to the Principal or their delegated officer for final approval of the payment.

The payment will be made only in the following ways

- For emergency travel expenses the payment will be in cash
- For all other expenses the payment will be made through the Academy internal financial system directly to the supplier by receipt of invoice for goods purchased

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 Principal's decision is final.

**Please complete and return this form with the necessary supporting documentation to:**

*Insert the Principal's name and address*

**By hand – To the Principal's PA**

**For enquiries call – *Insert academy's number***

## Your Details

Please complete in capital letters

Title:	<i>Miss, Ms, Mrs, Mr or Other</i>
Surname or Family Name:	
First Name:	
Partner's Surname (if applicable):	
Partner's First Name (if applicable):	
Address:	
Postcode:	
Telephone:	
Email address:	

Children you wish to claim for

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

## 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.

<b>Item</b>	<b>Tick if needed</b>	<b>Number needed</b>	<b>Size</b>
Blazer			Chest:
Tie			Length:
Skirt			Waist:
Trousers			Waist:                      Leg:
Jumper			Chest:
PE polo shirt			Chest:
PE rugby shirt			Chest:
PE shorts			Waist:

## School Trip Support Application

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

Children you wish to claim for

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

## 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 Carer's signature:

Date:

Your application will be processed in due course.

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