

Kingsdown School Hardship Fund

September 2017



Why do we have a Hardship Fund?

Kingsdown School recognises that there are families that might need support during their child's education from time to time. A Hardship Fund has been established to help support these families. The Hardship Fund is a discretionary source of financial help. It is in place to offer assistance to families who may be experiencing unexpected and unplanned financial difficulties due to life events such as sickness, death, loss of employment, loss of housing or separation.

Who can apply?

The Academy will consider requests for Hardship Funding from the following groups of students:

- students in receipt of free school meals
- students with disabilities
- students who are or have been in care
- students with a very low family income who are experiencing exceptional circumstances leading to financial difficulties

In the interest of protecting public funds, the school reserves the right to request evidence that applicant's meet the above criteria, all applications are subject random selection for full investigation.

What can the fund be used for?

The Hardship Fund may only be used to support 'barriers to learning'. Applications will be considered on a case by case basis. It will not be necessary to apply for items already covered by the School's Charging and Remissions Policy, (which can be found on the school's website.)

How can I apply?

To apply for access to the Hardship Fund, please complete the application form overleaf and send to the school for the attention of Mr S Lowe, Deputy Head.

Because there are only limited funds, we have to make sure that grants reach those most in need of support. All grants from the Hardship Fund are discretionary and will be allocated depending on need and funds available. The more information that you can provide regarding your circumstances, whether they are long standing or just short term, the more easily the school will be able to assess your needs and will help us decide how the funds should be most suitably distributed.

How will I know my application is successful?

The Hardship Fund Panel will meet in the last full week of each term to consider applications, and you will be notified of the outcome by the last day of term. In the event of an emergency between panels, you should discuss your needs with your Progress Leader in the first instance.

If you do not agree with the decision outcome, you may appeal in writing to the Headteacher. The Headteacher's decision is final.

Kingsdown School Hardship Fund Application Form



Student name(s)		Tutor Group	
Parent/carer name(s)			
Contact number(s)			
Address			
Email address			
Application eligibility	In receipt of free school meals / disabilities / is or has been in care / very low family income (please circle all that apply)		

Provide details of learner(s) family circumstances

Outline your reasons for applying, and what you are applying for. The more information that you can provide regarding your circumstances, whether they are long standing or just short term, the more easily the school will be able to assess your needs and will help us decide how the funds should be most suitably distributed. Please provide copies of letters from professionals if you feel it will help in decision-making.

Continue on separate sheet if necessary

Amount requested: £

Declaration

- The information I have given in this application form is true and accurate
- I will inform you immediately of any change in my personal circumstances that may affect my eligibility to apply
- I understand that if I provide false or incomplete information, I will have to repay any monies awarded

Signed _____ Print _____ Date _____

Office use only:

Date received		Date of panel	
Approved?	Yes / No	Amount awarded	£
Panel member 1		Signed	
Panel member 2		Signed	
Parent notified by		Outcome appealed?	Yes / No
Recorded by		Application Ref	
Finance Team action			

Ensure copy to Finance Team