



Dear Parent/Carer

### **Financial Assistance for School Activities**

We recognise that some parents find it difficult to fund the costs of school activities or resources, so we allocate a small amount of funding to provide financial assistance. Applications may be made by parents/carers whose child/children qualify for Pupil Premium funding (i.e. they currently receive free school meals or have done so in the last six years) or who are eligible for Child Tax Credit or Universal Credit. Students who are in care or in service families also qualify for Pupil Premium funding. Details of the current allocation of these funds can be seen on the school website. Parents/carers of students who are eligible for this funding will be contacted in September.

*Students are eligible for free school meals if their parents are in receipt of:*

- *Income Support*
- *income based Jobseeker's Allowance or Employment and Support Allowance*
- *support under Part VI of the Immigration and Asylum Act 1999*
- *the guarantee element of State Pension Credit*
- *Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,480)*
- *Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)*
- *Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)*

If your family circumstances qualify your child/children for free school meals and you are not currently registered, you must apply for free school meals at the same time as you complete the Financial Assistance form. All applications for financial assistance should be made on the attached form and must be accompanied by a letter from North Somerset Council confirming eligibility for free school meals.

If you would like to apply for exceptional financial assistance, i.e. if you are **not** in receipt of either free school meals, Child Tax Credit or Universal Credit, please also complete section 4 of the application form and provide details of any information you feel would be relevant to support your claim.

**Applications for financial assistance should be made using the attached form only when costs/fees associated with learning or school trips are actually known.**

Please submit all applications for financial assistance to myself, Natalie Gumm, Business Support Manager in the Finance Office.

Yours sincerely

Natalie Gumm  
Business Support Manager

# APPLICATION FOR FINANCIAL ASSISTANCE

\*\*\*\*\* CONFIDENTIAL \*\*\*\*\*

Please complete all the sections of this form using BLOCK CAPITALS

SECTION 1 – Details of Applicant			
<b>Student's Full name:</b>		<b>Tutor Group:</b>	
<b>Name of Parent/Carer</b> Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.			
<b>Surname:</b>		<b>Title:</b>	
<b>First Name:</b>		<b>Middle Name:</b>	<b>Date of Birth:</b>
<b>Address:</b>			
<b>Postcode:</b>		<b>Email address:</b>	
<b>National Insurance No:</b>		<b>Telephone Numbers:</b>	
<b>Do you have a husband/wife or partner living at this address?</b>		<b>YES</b>	<b>NO</b>
<b>If yes, please give details:</b>	<b>Surname:</b>	<b>First Name:</b>	
<b>Have you moved home in the last 12 months?</b>		<b>YES</b>	<b>NO</b>
If yes, please give your previous address:			

SECTION 2 – Confirmation of Parent/Carer benefit received		
<b>1) Is your child in receipt of Free School Meals?</b>	<b>YES</b>	<b>NO</b>
<i>Please provide a copy of your letter of eligibility from North Somerset Council confirming your entitlement to free school meals.</i>		
<b>2) Are you in receipt of Child Tax Credit or Universal Credit?</b>	<b>YES</b>	<b>NO</b>
<i>As proof of receipt of Child Tax Credit or Universal Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document for the most recent tax year for which you have records (or suitable alternative such as a P60).</i>		

**SECTION 3 – What assistance are you claiming for?****Unless otherwise stated, the maximum assistance with cost is 50%**

	<b>Amount claimed</b>	<b>Details of the trip/activity you are applying for</b>
Enrichment Week residential trips (maximum assistance of £150 from School Fund)	£	
If you qualify for funding from your Pupil Premium allocation (maximum assistance of £100 for Enrichment Week activities / trips)	£	
Revision guides for Years 10 – 11 (available free of charge, see separate form)	£	
Other costs/fees associated with learning, school trips or clubs and courses (maximum assistance of £150 from School Fund or your Pupil Premium allocation, if you qualify for this funding)	£	

**Section 4 – If you would like to apply for exceptional assistance (i.e. you are not in receipt of either free school meals or Child Tax Credit or Universal Credit) please provide details of any information you feel would be relevant to support your claim in the box below:****Declaration**

I confirm that the information on this form is correct at the time of completion, and that I will inform the school as necessary if circumstances change.

Signed: \_\_\_\_\_ (Parent/Carer) \_\_\_\_\_ (Date)

**Authorised by:**

Signed: \_\_\_\_\_  
Business Support Manager

Signed: \_\_\_\_\_  
Assistant Headteacher (PP Strategy)