



At Lobley Hill Primary School we aim to 'Be the Best We Can Be' through being curious, adventurous and respectful in order to achieve personal excellence.

# Lobley Hill Primary School

## Hardship Fund 2023

Approved by:	Governing Body	Date: 7 February 2023
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Last reviewed on:	January 2023
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Next review due by:	January 2024
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## **Purpose of the Fund**

Lobley Hill Primary School recognises the financial demands placed upon parents/carers. The School wishes to work with parents/carers finding themselves in extreme financial situations with costs of residential visits, uniform, shoes and miscellaneous items necessary for their children's wellbeing.

## **Allocation**

This Hardship Fund has been set up using Pupil Premium funding. This is money allocated to us annually by the Government. Some of this money can be allocated to parents or guardians for students who meet the criteria set out below.

The school will manage the number and size of funding given in order to keep within the budget of the funds available.

## **Eligibility**

Parents of students in school are eligible to apply if they feel they meet the criteria.

## **Criteria**

The school has based its assessment criteria for eligibility for funding on the needs and circumstances of our young people and subject to equalities legislation, as follows:

- Students eligible for free school meals.
- Students previously eligible for free school meals and whose family income is below £20,000 per year
- Families already experiencing financial challenges who have been affected by the changes in benefits and are awaiting Universal Credits to be issued.
- Any other circumstances which may lead to barriers to participation e.g. young carers, sudden financial hardship, number of siblings etc.

## **School Residential**

1. One award per child per year.
2. Applications need to be made at the start of the trip before committing to the trip and paying the deposit.
3. For changes in financial circumstances once a place has been reserved on the trip and the deposit paid – applications will be considered provided a change in circumstance can be proven and the applicant has been making regular payments towards the trip.
4. All requests will be considered on a case by case basis.

**Other Requests:**

- Uniform and Shoe Assistance – up to a maximum of £75.00 per child per academic year.
- Food and Household necessities – considered on a case by case basis.

**Monitoring and Evaluation**

The Hardship Fund Policy will be reviewed on an annual basis by the Governing Body.

**Applications**

If you think you may be entitled to assistance with funding please complete the attached application form (Appendix 1) and return with accompanying documentation to Mrs K Turland, School Business Manager.

If you need support with the completion of the form please contact Mrs K Turland to arrange a meeting.

All information received will be treated in strictest confidence and copies of evidence of eligibility will be retained and stored securely for audit purposes.

**If your circumstances change during the year and you suddenly fall into the criteria above, you may apply for assistance at any time.**

**Appeals**

The decision made on the level of funding awarded is final. The Governors Appeals Committee will receive and determine only upon any appeals where funding is refused. Appeals should be addressed to the Chair of the Governors c/o the school.

Signed: \_\_\_\_\_ Headteacher  
Mrs Johanna James

Signed: \_\_\_\_\_ Chair of Governors  
Councillor Catherine Donovan

Date: \_\_\_\_\_

**Appendix 1**



SCHOOL FUNDING APPLICATION FORM

2023-24 ACADEMIC YEAR

**PROTECTION OF PUBLIC FUNDS**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

**DATA PROTECTION**

The data controller is Lobley Hill Primary School. The data you provide to us will be used to assess and facilitate your entitlement to help from the Hardship Fund at Lobley Hill Primary School. In fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 2018

**SECTION A: PERSONAL DETAILS**

Surname/Family name

First name(s)

Date of birth

Present Home address  
*(if your address  
changes please notify  
us)*

Telephone number

Email address

**SECTION B: CHILDREN'S DETAILS**

Child/ren's name .....

Who does your child/ren live with? Please tick all that apply:

- Mother and Father	- Father	- Mother	- Grandparent(s)
- Foster parents	- In care/looked after	Other, please explain:	

**SECTION C: SUPPORT REQUIRED**

I am applying for funding towards the following:

Additional Information/Circumstances

**SECTION C1: OTHER CIRCUMSTANCES**

To be completed by those with incomes over £20,000

**SECTION D: EVIDENCE**

Please tick any that apply:

<input type="checkbox"/> <input type="checkbox"/> A – My family receive support under Part VI of the Immigration and Asylum Act 1999	Please provide proof e.g. Home Office letter	
B – My family are in receipt of Universal Credit with a net earned family income of less than £7,400	Please provide proof eg benefits books or bank statement	
<input type="checkbox"/> <input type="checkbox"/> C – My family are in receipt of Income Support or Jobseekers Allowance	Please provide proof eg benefits books or bank statement	
<input type="checkbox"/> <input type="checkbox"/> D – My child is a looked after child	Please provide a letter from your social worker	
<input type="checkbox"/> <input type="checkbox"/> E – I am in receipt of Income Related Employment Support Allowance	Please provide proof e.g. benefits books or bank statement	
<input type="checkbox"/> <input type="checkbox"/> F – My child is a Young Carer	Please provide a letter from Young Carers to confirm this	
<input type="checkbox"/> <input type="checkbox"/> G – Family's gross taxable income is less than £16,190 per annum	Please provide a copy of the 2022/23 Tax Credit Award notice or complete your income details below and provide evidence as indicated.	
<input type="checkbox"/> <input type="checkbox"/> H – Family's gross taxable income is between £16,190 and £20 000 per annum	Please provide a copy of the 2020/21 Tax Credit Award notice or complete your income details below and provide evidence as indicated.	
<input type="checkbox"/> <input type="checkbox"/> I – Family's gross taxable income is between £20 000 and £25 000 per annum	Please provide a copy of the 2020/21 Tax Credit Award notice or complete your income details below and provide evidence as indicated.	
<input type="checkbox"/> <input type="checkbox"/> J – Family income above £25,000	Please complete section E. Please provide details of the circumstances which may lead to	

	barriers to participation section C2	
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**SECTION E: HOUSEHOLD TOTAL INCOME**

Please complete this section if you have ticked box D above and do not have an up to date Tax Credit Award notice

	Parent 1	Parent 2/Partner	Evidence
Gross taxable annual salary/ wages	£	£	2021 P60 or end of March 2022 payslip
Self employment/property income	£	£	Self assessment tax calculation 2022/23 or certified accounts
Private/Occupational pension	£	£	Pension statement /Pension P60 2022/Bank statement
State pension	£	£	Pension statement /Bank statement / Benefit book
Benefits (Please specify)	£	£	Bank statement/ Benefit book
Bank or building society interest	£	£	(Evidence only required if over £250.00 for the year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £250.00 for the year) Tax vouchers

**SECTION F: DECLARATION BY PARENT/CARER**

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above.

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in my personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information, I will have to repay any money awarded.*

Signed : \_\_\_\_\_ Parent/Carer 1

Relationship to student \_\_\_\_\_ Date: \_\_\_\_\_

Signed : \_\_\_\_\_ Parent/Carer 2

Relationship to student \_\_\_\_\_ Date: \_\_\_\_\_

***School Use only***

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Action to be taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By when: \_\_\_\_\_

Completed: \_\_\_\_\_