



FINANCIAL SUPPORT POLICY

VERSION 3.0

Status	Non-Statutory
Responsible Board/Committee/Individual	Financial, Audit and Risk Committee
Author	CEO
Target Audience	School Leaders
Date Policy Agreed	July 2020 – Version 1 September 2021 – Version 2 October 2023 – Version 3
Review Date	October 2024

CONTENTS

Page Number

GENERAL INFORMATION

What is the Financial Support Fund 3

How to apply to the Financial Support Fund 4

Appendix A:

Financial Support Application Form 5

General Information

What is the Financial Support Fund?

The Financial Support Fund is a discretionary source of financial help available to all registered full-time Students/Pupils of the Brighter Futures Learning Partnership Trust (BFLPT). Students/Pupils must attend one of the schools or UTC in the MAT to be eligible. The aim of the Fund is to help families who have difficulties in paying for some of the costs of their child's education. Although funds are very limited, we would like to support parents/families where we can. Each case will be reviewed on its own merits and financial support will be dependent on the availability of funds.

The Grant is a one-off application. The Trust schools/UTC may contribute towards the cost of the following:

1. Curriculum trips, visits and year group residential
2. Uniform – parents/carers will be expected to make up the majority of the contribution
3. Other materials or equipment required for their academic studies – e.g. text books
4. Expenses to attend seminars, interviews or work experience placements
5. Emergency travel expenses
6. Meals

Payments from the Fund are discretionary and if awarded do not need to be repaid.

The Trust will consider requests for financial funding from the following groups of pupils/ students:

- Pupils/Students living alone, outside the family home;
- 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;
- Pupils/Students in receipt of Free School Meals;
- Pupils/Students whose families are in receipt of Disability Living Allowance;
- Pupils/Students who are or have been in care;
- Where families are experiencing a temporary situation causing financial difficulty such as family bereavement, job loss or serious unforeseen circumstances.

Your Child(ren) may be eligible for grants from our hardship fund if:

- At the decision of the Headteacher/Principal, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship

Proof of benefit/income must have been issued within the last six months. Proof must be in a letter form and:

- **Must show the family address given;**
- **Must be included with the grant application;**

Please note the school will not retain any personal information after processing the request.

How to apply to the Financial Support Fund

An application should be made through the Headteacher/Principal. The application will remain confidential and will be considered by the Headteacher/Principal given their knowledge of the pupil's/student's circumstances. If approved by the Headteacher/Principal, the application will be passed to the Finance Department for processing. In exceptional circumstances, the Headteacher/Principal may accept that it is not possible to follow the application process set out below and the release of funds may be authorised with the application form being completed retrospectively. However, the authorisation falls to the Headteacher/Principal.

The payment will be made only in the following ways:

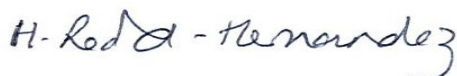
- For emergency travel expenses the payment will be cash/cheque/transfer depending on requirements.
- For all other expenses the payment will be made through the internal financial system directly to the parent or in vouchers if it is deemed more appropriate by the school.
- Payment for trips will be paid directly into the specified trip account.

A parent/carer may be able to apply for financial support at any time during the academic year. Families cannot appeal a decision not to award financial as the Headteacher's/Principal's decision is final and any decision must be made according to the availability of finance.

Please complete and return this form with the necessary supporting documentation to the named person on your website.

Policy Agreed: October 2023

Signed CEO of BFLPT – Helen-Redford-Hernandez:



Date: October 2023

Signed – Chair of BFLPT – Peter Duffield:



Date: October 2023

Policy to be reviewed: October 2024

Created: July 2020 (Version 1)

Revised: September 2021 (Version 2)

Revised: October 2023 (Version 3)

APPENDIX A

BRIGHTER FUTURES LEARNING PARTNERSHIP TRUST
Financial Support Application Form

Title	Mr, Mrs, Ms, Miss
Surname (Family name)	
First Name	
Address	
Post Code	
Telephone	
Email Address	
School	
Bank Sort Code	
Bank Account Number	
Name of Bank Account	
Period of Claim (Month)	

Student you wish to claim for

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

Reason for Claim

(this may include information about circumstances, including attendance etc)

Is the student currently working?

(if yes, include place of work and hours)

Costs being claimed (Please Tick)	Description of Claim
School Uniform <input type="radio"/>	Contribution towards uniform by selecting one of the following (please tick): Trousers / Skirt <input type="checkbox"/> Blazer <input type="checkbox"/>
School Trip <input type="radio"/>	Please provide details of the trip including travel dates and total cost.
Other (Academic equipment / Travel) <input type="radio"/>	Please outline the reason for the application

TOTAL CLAIM VALUE £ _____

Approval

Director of Post 16 _____ Date _____

Principal _____ Date _____