

Hardship Policy



Approved: September 2015

Review Date: September 2019

UTC@MediaCityUK recognises that in addition to students' eligible for free school meals there are other families that might need support during their child's education at UTC@MediaCityUK to participate in trips.

A hardship fund has been established to try and support these families. The basic principles of the policy are as follows:

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. No trip will be funded in full. The maximum funding towards any trip should not normally exceed £150 or more than 25% of the trip cost.
5. A template form is to be completed by applicants and supporting evidence/documentation to validate their claim will be required
6. All requests will be considered on a case by case basis. Awards will vary according to demand/cost of trip/curriculum v non-curriculum trip
7. All requests will be vetted (and possibly may well have been identified) by the Business Manager

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

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 previously eligible for free school meals and whose family income is below £16,190 per year
- Students from households on incomes less than £20,000 per year
- Students from households on incomes less than £25,000 per year
- Any other circumstances which may lead to barriers to participation e.g. young carers, sudden financial hardship, number of siblings etc

If you think you may be entitled to assistance with funding towards a school trip please complete the attached application form and return with accompanying documentation to the Business Manager.

If you need support with the completion of the form please contact the Business Manager to arrange a meeting.

All information received will be treated in the 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.

If you wish to appeal against a decision please follow the school's complaints procedure available on request from the Principal's PA.

Monitoring and Review

The implementation of this policy throughout the UTC@MediaCityUK will be reviewed annually, with all relevant changes clearly identified and a report made to the Governing Body by the Business Manager.

Approval by Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting.

Signed: _____ (Chair of Governing Body)

Date: _____ Review date: _____

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.

DATA PROTECTION

The data controller is UTC@MediaCityUK. The data you provide to us will be used to assess and facilitate your entitlement to help from the Hardship Fund at UTC@MediaCityUK. In fulfilling its data protection obligations UTC@MediaCityUK 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 1998.

SECTION A: PERSONAL DETAILS

Surname/Family name:

First name(s):

Date of birth:

Present Home address:

(If your address changes please notify us)

Landline Telephone number:

Mobile Telephone number:

Email address:

SECTION B: LEARNER'S CIRCUMSTANCES

Who do you live with? Please tick all that apply:

Mother	Father	Parent's spouse/partner	Grandparent(s)
Foster parents	On my own	My spouse/partner	In care / looked after
Other, please explain:			

PLEASE TICK BELOW ONE OR ALL THAT APPLY

A – My family are in receipt of Asylum Seeker Funding from the Home Office	Please provide proof e.g. Home Office letter
B – My family are in receipt of Income Support / Jobseekers Allowance or Universal Credit	Please provide proof e.g. benefits books or bank statement
C – I am a looked after child	Please provide a letter from your social worker
D – I am a care leaver	Please provide a letter from your social worker
E – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments	Please provide proof e.g. benefits letter or bank statement
F – I am a Young Carer	Please provide a letter from Young Carers to confirm this
G – Family's gross taxable income is less than £16,190 per annum	Please provide a copy of the 2014/15 Tax Credit Award notice or complete your income details below and provide evidence as indicated.
H – Family's gross taxable income is between £16,190 and £20 000 per annum	Please provide a copy of the 2014/15 Tax Credit Award notice or complete your income details below and provide evidence as indicated.
I – Family's gross taxable income is between £20 000 and £25 000 per annum	Please provide a copy of the 2014/15 Tax Credit Award notice or complete your income details below and provide evidence as indicated.
J – Family income above £25,000	Please complete the Household Income section. Please provide details of the circumstances which may lead to barriers to participation section C2

HOUSEHOLD TOTAL INCOME

Please complete this section if you have ticked box G-I above and do not have an up to date Tax Credit Award notice or you have completed box J.

	Parent / Guardian 1	Parent / Guardian 2	Evidence
Gross taxable annual salary / wages	£	£	2014/15 P60 or end of March 2015 payslip
Self employment / property income	£	£	Self assessment tax calculation 2013/14 or certified accounts
Private / Occupational pension	£	£	Pension statement/2014/15 P60/Bank statement
State pension	£	£	Pension statement/Bank statement/Benefit letter
Benefits (Please specify)	£	£	Bank statement/Benefit letter
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 C: SUPPORT REQUIRED

C1. I am applying for funding towards the following school trip:

C2. Circumstances which may lead to barriers to participation:

SECTION E: DECLARATION BY PARENT OR GUARDIAN

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 in Section E.

- 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 given to the applicant to help with their study.

Signed : _____ Parent / Guardian 1

Relationship to student _____ Date: _____

Signed : _____ Parent / Guardian 2

Relationship to student _____ Date: _____