



Marshland High School Learner Support Fund Application Form

What is the Learner Support Fund?

The Learner Support Fund is a discretionary source of financial help available to all registered full time Academy students. The aim of the Fund is to help students who have difficulties in paying for:

1. Trips and visits that are linked to the curriculum.
2. Materials or equipment required for their academic studies.
3. Expenses to attend seminars, interviews or work experience placements
4. Music lessons

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

The Academy will consider requests for Learner Support funding from the following groups of students:

- students living alone outside the family home
- students in receipt of free school meals
- students in families with very low incomes
- students with disabilities
- students who are or have been in care
- Students whose parents are experiencing temporary financial hardship which has led to a temporary reduction in income.

Your children MAY be eligible for assistance from our Learner Support Fund if:

- You are in receipt of child benefit for the children

AND

- You are receiving one of the following three benefits to support your income:
 - Income Support
 - Income-based Job Seekers Allowance
 - Child Tax Credit
 - Working tax credit

OR

- You are receiving one of the following three benefits as your ONLY source of income:
 - Widowed Mother's Allowance
 - Incapacity Benefit
 - State Pension Credit

OR

- You are experiencing a reduced income as a result of temporary financial hardship such as illness or caring for a relative.

Proof of Benefit is required. Proof must be in letter form and supplied with your application:

- Proof of benefit must have been issued within the last six months
- Proof must show the family address given
- Proof must be included with the application
- Bank Statements, incapacity, housing and council tax benefit are not valid proof of receipt of benefits.

Letters of Proof of Benefits can be obtained from:

- Inland Revenue Child Benefit Office 0845 302 1444
- Inland Revenue Tax Credits 0845 300 3900
- Jobcentre Plus 0845 604 3719
- Migrant Helpline 020 8774 0002



How to apply to the Learner Support Fund

An application should be made to the Headteacher. The application will remain confidential and will be considered by the Headteacher in consultation with the student's Pastoral Manager, given their knowledge of the student's circumstances.

If approved by the Headteacher, the application will be passed to the finance department for processing.

The payment will be made only in the following ways

- For shop purchases, the parent will be advised of the amount awarded and contacted directly by the finance department to arrange purchase.
- For all other expenses the payment will be made through the school's internal financial system or by receipt of invoice for goods purchased/expenses incurred.

A student may be able to apply for Learner Support funding at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed. Only one application per type of assistance or trip assistance will be considered per year.

Students will be granted no more than one application for non UK residential trips during their entire registration with the Academy to a maximum funding of £300.00

Parents / Students cannot appeal a decision not to award a Learner Support funding as the Headteacher's decision is final.

Please complete and return Form A along with the appropriate section (B to F) of the form relating to the type of support you are applying for. To avoid delays please ensure that you have provided the necessary supporting documentation to:

Finance Department
Marshland High School
School Road
West Walton
Wisbech
PE14 7HA

For enquiries call – 01945 584146

Please note that any application received without supporting evidence of household income will not be processed any further and the applicant will not be notified. It is the applicant's responsibility to ensure they have provided documentation in support of their application.

Where full and accurate information is provided the school will endeavour to process applications and notify parents within 14 days of receipt of the application



Section B: Shop Item Application:

Equipment required please provide details – e.g. calculator, shin pads, art book etc	Cost Per item	Number of items required

Section C: Revision Guides Application (Key Stage 4 only):

Subject	Higher/Foundation (if applicable)

Children you wish to claim for:

Name of child	Year/Form	Date of Birth	Gender (M or F)



Section D: School Trip Support Application

The Academy can only support one non-UK school trip. Support offered for other excursions in on a discretionary basis. The trip should be directly linked to the student’s studies, however, in exceptional circumstances, support towards reward trips may be considered.

Name of school trip	
Dates of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	
Reason why you are seeking support	

Children you wish to claim for:

Name of child	Year/Form	Date of Birth	Gender (M or F)



Section E: Music Lessons Support Application

Peripatetic Music Teacher Name	
Instrument Type	
Is your child currently taking music as one of their options? <i>(please circle)</i>	Yes/No

Children you wish to claim for:

Name of child	Year/Form	Date of Birth	Gender (M or F)

Section F: Learner Support Fund Application – Other:

Please provide details below of the type of assistance you are applying for via the Learner Support Fund:

Application for assistance with: Details of the items required eg books (ISBN numbers required), application fees, expenses etc.	Cost Of Item	Benefit to student: Please detail impact to student’s education and potential benefit of this purchase.

Children you wish to claim for:

Name of child	Year/Form	Date of Birth	Gender (M or F)



For Internal use only:

Pupil Premium Assistance banding:

- Band 1:** Below £21,858 - 75% Contribution from the school 25% from home.
- Band 2:** £21,859 to £26,797- 50% Contribution from school 50% contribution from home.
- Band 3:** £26,798 to £32,350 – 25% Contribution from school 75 % contribution from home.
- Band 4:** £32,351 and above no assistance.

Please note: the above band values are accurate as at September 2020. Band values are subject to change by the West Norfolk Academies Trust.

Name of Student	
Date application received	
Proof of household income received	
Assistance granted	Yes / No
Band of assistance awarded	Band 1 <input type="checkbox"/> Band 2 <input type="checkbox"/> Band 3 <input type="checkbox"/> Band 4 <input type="checkbox"/>
Headteacher Signature	