



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Hardship Fund Policy

Author	BU & Leadership Team
Approved by:	Behaviour, Attendance & Safeguarding Sub-Committee
Reviewed by:	Behaviour, Attendance & Safeguarding Sub-Committee
Last reviewed:	March 2025
Next review due by:	2 Year – Autumn Term 2027
Contents:	Purpose of the Fund, Allocation, Eligibility, Criteria, Free School Meals, Alcester Academy Friends, School Trips & Residential, Monitoring & Evaluation, Appeals

Purpose of the Fund

Alcester Academy recognises the financial demands placed upon parents/carers. The Academy wishes to work with parents/carers finding themselves in extreme financial situations with costs of using home-to-school transport (school coaches), uniform, books or equipment needed for school.

Allocation

The Academy has set up a Hardship Fund using Pupil Premium and Pupil Premium Plus funding (for those eligible students). This is money allocated to us this year by the Government. The money can be allocated to support students who meet the criteria set out below. Part of the allocation may be used to support academic and emotional interventions for students and includes support through counselling, academic intervention and the support provided by our LSU.

The DFE states in the document *DFE Conditions of PPG 2022-2023*:

“PPG funding for the purpose of raising the educational attainment of PLAC, LAC and pupils who are recorded as FSM Ever 6.

*In line with the 3-tiered approach in EEF’s pupil premium guide, activities **must** be those that:*

- *support the quality of teaching, such as staff professional development*
- *provide targeted academic support*
- *tackle non-academic barriers to academic success, such as attendance, behaviour and social and emotional support”*

Eligibility

Parents of students in years 7-11 are eligible to apply if they feel they meet the criteria.

Criteria

Parents can only apply if their child is registered as being eligible for free school meals or pupil premium. Applications are limited to one per academic year for each student and should be requested in writing.

Free School Meals

You can apply online <http://www.warwickshire.gov.uk/freeschoolmeals> or alternatively you can apply by telephone on 01926 742060.

If successful, funds are credited to your child’s dinner account without anybody else’s knowledge.

School Trips and Residential

Refer to the Academy’s Educational Visits Policy for further advice.

The Governing Body will review this policy annually and assess its implementation and effectiveness.

Monitoring and Evaluation

The Hardship Fund Policy will be reviewed on a regular basis by the Governing Body.

Appeals

Applications will be considered by SLT. The Panel consists of members of SLT. The Headteacher and School Business Manager reserve the right to award and refuse funding as it sees appropriate.

The decision made by the Panel 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 Clerk of the Governors c/o the school.

Signed: _____ Headteacher: **Mrs S Mellors**

Signed: _____ Chair of Sub: **Mrs F Williams**

Date: _____

(ratified by the Full Governing Body on 25th March 2025)

Appendix 1

Proof of Eligibility

It is expected that one of the following documents will be provided. (This can be returned immediately after checking):

- Household utility bill (e.g. gas, electric, water or fixed line telephone but not a mobile phone bill). It must be no more than three months old and show your name and current address
- Current valid full UK photo-card driving licence with signature or 'old style' driving licence. Provisional licences are not acceptable as proof of address.
- Bank, building society or credit card statement. It must be no more than three months old and show your name and current address
- Local authority tax bill (e.g. council tax) valid for the current year
- Local authority rent book
- Solicitor's letter confirming recent house purchase or land registry confirmation (in this case, proof of previous address will also be needed)
- HM Revenue & Customs (Inland Revenue) tax document, e.g. tax assessment, statement of account, notice of coding. It must contain your full name and current address. P45s and P60s are not acceptable
- Original notification letter from the relevant benefits agency confirming the right to benefits or state pension