****

**FINANCE POLICIES**

**UNIFORM GRANT**

**with Application Form**

**Reviewed and updated by the Governors’ Finance Committee: May 2015**

**Next Review due: May 2016**

**Introduction**

A small allocation of funding is provided by the Academy for parents facing financial hardship for assistance in the purchase of school uniform.

**Administration of the Grant**

Applications for grants from this fund shall be considered using the following rationale:

* The applicant must have a child attending Paignton Community & Sports Academy.
* The applicant must be facing significant financial hardship.
* Applicants can claim up to £20 per child to a maximum of £50 per family. Only one claim per year can be made.
* Because of the limited size of the allocation and the anticipated demand on this fund, priority will be given to those entitled applicants who were not recipients of the grant in the previous financial year.

Applications for assistance in the purchase of school uniform must be submitted in writing using the appropriate application form (Appendix 1), and will be considered on a first come first served basis; distribution of grants will not exceed the budget allocation in any one financial year.

Applications will be considered by the *Attendance and Welfare Officer/Principal/Director of Finance* upon receipt of a written application and supporting evidence financial hardship.

Any grant awarded will be paid to the applicant upon receipt of proof of purchase of school uniform to the value, or in excess, of the grant awarded.

**Appendix 1**

**Paignton Community and Sports Academy**

**APPLICATION FOR HELP WITH SCHOOL UNIFORM**

**Please return completed form to:**

**Paignton Community and Sports Academy, Waterleat Road, Paignton TQ3 3WA**

Reimbursement for items of school uniform may be available to any pupil from Paignton Community and Sports Academy if they will be deprived from receiving an education because they do not have adequate clothing in which to attend school, subject to the criteria set out in the Academy’s Policy on the Administration of the School Uniform Grant.

There is no automatic entitlement to a school clothing grant and completion of this form does not guarantee you will be assisted.

**PART A**

Surname of Applicant: …………………………………………………………….. Title (Mr/Mrs/Miss/Ms) ……………………….

Forename …………………………………………………………….. National Insurance No. ………………………….

Relationship to Pupil …………………………………………………………….. Telephone No. ………………………………………

Address …………………………………………………………………………………………………………………………………

…………………………………………………………….. Post Code …………………………………………….

**PART B**

Complete a row in the table below for each child for whom financial assistance is requested.

**Please note** assistance will only be issued for a maximum of £20 per child and a maximum of £50 per family. Assistance cannot be provided for sports equipment or PE kite.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name of Child | Date of Birth | Name of School attended | Item Purchased | Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Have you had help with school uniform before? Yes/No If Yes, date received: …………………...............

Please give details of the nature of significant hardship relating to this claim.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

I certify that the information given is, to the best of my knowledge and belief, correct and that I understand that the Academy may make enquiries as necessary to verify the information given.

Signed ………………………………………………………………………………………… Date ……………………………………………

**See Guidance Notes on Reverse**

**NOTES OF GENERAL GUIDANCE**

**PART A**

This section must be completed in full. Failure to complete this section will result in the application being refused. Normally, assistance will only be provided annually and for items required to enable a young person to attend school.

**PART B**

Please give full details of uniform purchased. Receipts for items purchased **MUST** be provided with the application. Assistance cannot be provided without proof of purchase.