



# St. Mary's RC High School

LUGWARDINE HEREFORD HR1 4DR



Telephone: 01432 850416

## Financial Assistance Fund and Pupil Premium Policy

### Purpose of the Fund

St Mary's RC High School is able to provide limited financial support for learners provided certain criteria are met. Parents or guardians can apply for assistance towards the cost of using home-to-school transport (school coaches); books or equipment or materials needed for school; school uniform; or educational trips and visits.

### Allocation

St Mary's RC High School has established a Financial Assistance Fund using private school funds and also qualifies for Pupil Premium funding, ie money allocated to the school by Government to raise the attainment of children who meet the criteria below and to close the gap between them and their peers. Most of the Pupil Premium funding goes on staff costs, but a small amount is allocated to provide assistance to parents/guardians.

### Eligibility

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

### Criteria

Parents can apply for help from the Financial Assistance Fund if they qualify for the highest level of Working Tax Credit. Parents can apply for Pupil Premium assistance if their child is looked after by the Local Authority; has been eligible for free school meals at any time in the past 6 years, or is a child one or both of whose parents are in the Services.

### Application Information

- Applications can be submitted from 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017;
- Only one application per category per student can be submitted in the year;
- Reimbursement will be made on production of proof of purchase (not required for home-to-school transport). Payment cannot be made up front;
- Applications will be considered on a first-come first-served basis;
- Applications can only be accepted from parents/guardians with whom the student resides;
- Financial Assistance Fund allocations will be considered by a Financial Assistance Fund Panel;
- Allocations will be a contribution towards the cost and will not cover the whole cost (see attachment for examples);
- Documentary evidence of free school meals eligibility may be required;
- A separate application must be made for each sibling;
- Applicants should be aware that the funding available is limited and once it has been used we will no longer be able to approve applications;

- As a result of changes at Government and local level that affect how schools are funded, we cannot guarantee that the Financial Assistance Fund or Pupil Premium will be available in future years.

### Monitoring and Evaluation

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

### Appeals

Applications will be considered by the Financial Assistance Fund Panel. The Panel consists of the Assistant Headteacher with pastoral responsibility (Mr Mike Kennedy), the Director of Learning Assessment (Mrs Angelal Leslie) and the School Bursar (Mr Brendan Finlow). The Panel 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.

This policy was approved by the Resources Committee on: 12 JULY 2016

Richard Gabb:  Chair of Resources Committee

Clive Lambert:  Headteacher



**St. Mary's R. C. High School**  
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**Examples of Categories**

<b>Eligible Categories</b>	<b>Award</b>	<b>Paid by</b>
<b>Home to school transport</b>	50% of the cost up to a maximum of £75 per term	Payment made by the school direct to the Local Authority
<b>Equipment/materials</b> Support for specialist equipment and materials may be required	50% of the cost up to a maximum of £100	Cheque payable to parent or payment to department if items bought by the school
<b>School Uniform</b> Support for all school uniform required, including shoes and PE kit  Note: Striped school blazer is NOT included.	50% of the cost up to a maximum of £75	Cheque payable to parent or payment to department if items bought by the school
<b>Educational Trips and Visits</b>  Support for non-curricular trips (eg skiing trips)	50% of the cost up to a maximum of £100	Cheque payable to school department

Applications for other school-related expenses not listed above will be considered.



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**Application Form for the Financial Assistance Fund/Pupil Premium**

Name of Parent/Guardian			
Name of Student		Year Group	
Home Address			
Contact Tel No.			
Contact Email Address			

I am seeking funding from: please tick applicable box.

Financial Assistance Fund

Pupil Premium

Please indicate for what you are applying for assistance:

	<b>Please Tick</b>	<b>Total Cost of Purchase</b>
<b>Home-to-school transport</b> (Please complete a home-to-school transport application form to apply for this category)		
<b>Books</b>		
<b>Uniform</b>		
<b>Equipment Materials</b>		
<b>Educational Visits</b>		
<b>Examination re-sits</b>		
<b>Other (please give details)</b>		

**Note:**

- Please complete one application form per student
- The information on the application will be treated confidentially but we may need to contact you for further information

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to Mr Brendan Finlow, School Bursar, St. Mary's R. C. High School*

**Financial Assistance Fund/Pupil Premium**

Application approved/rejected by panel on: \_\_\_\_\_

If approved from which fund: FAF: \_\_\_\_\_ Pupil Premium: \_\_\_\_\_

If rejected, state reason for rejection: \_\_\_\_\_

Letter sent to parent/guardian on: \_\_\_\_\_

Total amount claimed: \_\_\_\_\_

Copies of receipts attached: Yes/No

Brendan Finlow  
Bursar  
St Mary's RC High School