



**THE COLNE**  
COMMUNITY SCHOOL & COLLEGE

# Financial Support Policy

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# **Financial Support Policy**

## **Introduction**

The school recognises that education places financial demands on parents and there are some occasions when parents/carers will find it hard to meet these demands. Although funds are very limited the school would like to support parents/families where possible.

We realise that it is hard for parents/carers to ask for financial support but funds are very limited so the school will have to apply certain criteria in deciding whether or not support can be given.

## **Criteria**

Consideration will be given to students whose parents/carers can prove they are in receipt of:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit;
- Experiencing temporary situations which are causing difficulty, for example caused by recent job loss, bereavement or other serious and unforeseen circumstances.

Priority will be given to parents/carers who have not already been supported by this policy.

## **Qualifying Resources**

Application for financial support will be considered for:

- Obligatory items of school uniform
- Costs of educational visits that are integral to the curriculum
- Educational equipment e.g. text books

## **Making an Application**

Applications are made using the Financial Support application form (attached). This can be completed by the parent/carer or a member of staff in their place. Evidence should be provided to support the eligibility criteria.

All information provided on this form will be kept in the strictest confidence.

## **Notification**

If support is agreed, the parent/carer and the Finance Office must be notified.

## Financial Support Application

|      |
|------|
| Name |
|------|

|                              |
|------------------------------|
| Student's Name:<br><br>Form: |
|------------------------------|

|          |
|----------|
| Address: |
|----------|

| Details of the educational resource you are applying for and the cost |      |
|---|------|
| Item  | Cost |
|   |      |
|   |      |
|   |      |

|   |
|---|
| Explanation of financial hardship<br>(Please attach any evidence you feel would support your application) |
|---|

|                |           |
|----------------|-----------|
| Signature..... | Date..... |
|----------------|-----------|

|  |  |
|--|--|
| Application meets criteria:<br>Headteacher to sign:          |  |
| Funds available to meet request:<br>Finance Director to sign |  |