

FINANCIAL ASSISTANCE APPLICATION FORM (March 2023)



Claimants Details

Notes for Completion:

- The school aims to support families in genuine need with financial assistance to allow all students to access education at Southchurch High School equally.
- The school does not make cash payments to parents/carers but may, under certain circumstances, provide financial assistance with the purchase of uniform and other equipment as well as educational visit costs.
- Each application will be considered on its individual merits and all information available will be used to assess whether the school is able to provide financial assistance.
- This form must be completed in entirety. NO application will be considered without supporting evidence of need.
- Completed forms should be sent to the relevant Head of Year for initial processing.

Please complete in CAPITAL LETTERS	
Title:	<i>Miss, Ms, Mrs, Mr or Other</i>
Surname or Family Name:	
First Name:	
Partner's Surname: (if applicable)	
Partner's Forename: (if applicable)	
Address:	
Postcode:	
Telephone:	
Email address:	

Children you wish to claim for:

Name of child	Tutor Group	Date of birth	Male/Female	Eligible for FSM

Items you wish to apply for assistance for:

Extra curriculum trips, visits, year group residential - please give details:

Uniform, shoes or PE kit - please give details **including sizes:**

Items of school uniform will be ordered from Crawlers Uniforms and must be collected by parents/carers.

Shoes will be ordered by the school and issued directly to students

Other materials or equipment for academic studies - please give details:		
SCHOOL USE ONLY		Cost £
Home Financial Circumstances		
What is the <u>total</u> monthly income in your main home?	£	
Are you claiming any benefits or currently applying for any benefits? Please specify which ones and where you are in the application process:	Yes / No	
Please explain your family financial circumstance, indicating why child should be considered for funding. Please provide as much detail as possible to enable us to carefully consider your application.		
Documentation to Support the Application		
To support this application, please tick which of the following documentation you will be using as evidence of your total household income. Please attach all documentation to this application form.		
£ _____	Certified accounts (if self-employed)	
£ _____	Letter from the DWP awarding benefit	
£ _____	Letter from the DWP acknowledging processing of benefit application	
£ _____	P60	
£ _____	Payslips (if you are paid monthly include the most recent three months or, if weekly, the most recent four weeks)	

£ _____	Pension
£ _____	SA 302 Form
£ _____	Universal/Tax Credit award notice
£ _____	Other means tested benefit
Declaration	
All of the information provided on this application form is accurate and no information has been withheld that would be relevant to my request for financial assistance.	
Signature of Parent/Carer: _____ Date: _____	

School Use Only			
Financial Assistance Decision			
Decision regarding the application:		APPROVED/NOT APPROVED	
Reasons for the decision being made:			
Signature of SLT PP Lead		Authorised by Headteacher	
Date		Date	

Date Order Submitted to Crawlers (if applicable)	
Finance Manager Signature	