



## Blue Coat Church of England Academy

# Student Support Fund Policy 2025-26

|                                    |           |                              |
|------------------------------------|-----------|------------------------------|
| Date:                              |           | September 2022               |
| Revision Date:                     |           | July 2025                    |
| Prepared by:                       |           | Mrs D Deeming                |
| Ratified by the Governing Body of: |           | 9 <sup>th</sup> October 2025 |
|                                    | Signature |                              |
| Principal                          | D Smith   | <i>DJ Smith</i>              |
| Chair of Governors                 | L Parker  | <i>Parker</i>                |
| Review date:                       |           | July 2026                    |

Numbers 10:32: "If you come with us, we will share with you whatever good things the LORD gives us."

***Blue Coat Church of England Academy is an inclusive Christian learning environment, our school values underpin all of our policies: Wisdom, Endurance, Service, Kindness and Hope.***

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## **1 Aims**

Blue Coat CE Academy aims to:

- have clear and transparent processes for the use and allocation of the Student Support Fund
- make clear to parents and students the type of support which is available and the means of applying for it.

## **2 Definitions**

'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.

## **3 Roles and responsibilities**

### The Governing Body

The Governing Body has overall responsibility for approving the Student Support Fund Policy, but can delegate this to a committee, an individual governor or the Principal. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

### The Principal

The Principal is responsible for ensuring staff are familiar with the Student Support Fund policy, and that it is being applied consistently.

### The Student Support Fund Panel

The Student Support Fund Panel (Principal, Vice Principal and School Business Manager) are responsible for considering applications in a fair and consistent way. They will ensure that staff receive relevant training in relation to the policy and its implementation. The School Business Manager will ensure that parents/carers are advised of the outcome of applications.

### Parents/Carers

Parents are expected to notify the Student Support Fund Panel via the School Business Manager of any concerns or queries regarding the Student Support Fund policy. It is the responsibility of the parents/carers to pay for lost bus passes.

## **4 How we have set up the Fund**

The Student Support Fund has been set up using some of our Pupil Premium funding. Pupil Premium is additional funding which is allocated to schools by the Government on the basis of the number of students who have been eligible for free school meals (FSM) at any point over the last six years (known as 'Ever 6 FSM'). Pupil Premium is aimed at addressing the current underlying inequalities which exist on a national level between children from disadvantaged backgrounds and their more affluent peers. Pupil Premium also provides funding for children who have been in care continuously for one day or more and the children of service personnel. Money from the Student Support Fund will only be allocated for students who meet the criteria set out in point 6.

## **5 How we use the Fund**

In 2025-26 Blue Coat CE Academy is able to provide some financial support for students providing certain criteria can be met. Parents/carers can apply for assistance towards the cost of such things as home-to-school transport (bus passes), educational visits, uniform, books and equipment needed for school.

## **6 Eligibility Criteria**

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

- current eligibility for free school meals
- eligibility for free school meals at some point over the last six years
- living in care (see Section 2 “definitions”)
- living with a parent at the same address who is serving in the Armed Forces
- other exceptional circumstances

Students in years 12-13 are not eligible to apply unless they have been turned down for the Sixth Form Bursary Fund and have exceptional circumstances. Details of the Sixth Form Bursary Policy can be found on the school website.

Parents of new intake students are not eligible to apply until the student is on roll (i.e. has started at the Academy).

## **7 How we assess applications**

In addition to checking eligibility, we may also consider the following:

- level of household income
- distance to travel between the student’s home and the Academy (minimum distance three miles).

To help us assess applications we may ask to see:

- proof of free school meals eligibility
- proof of employment within the armed forces
- proof of benefits letters
- tax credit award notifications
- P60s
- pay slips (e.g. for the most recent three months)
- bank statements covering a certain period (e.g. the last three months)
- Universal Credit award notices (e.g. the most recent three)

## **8 Application Process**

- Parents/carers can apply by completing a Student Support Fund application form. Students in Sixth Form can complete the application form themselves.
- Applications should be submitted to the School Business Manager (st-deeming-d@bluecoatacademy.org) or via Reception.
- Applications will be considered within ten working days. Applicants will be notified of the outcome of applications in writing.

## **9 How we make payments**

Payments are made using one of the following processes:

- in-kind payments (i.e. the Academy will make the purchase), such as travel passes, payments for school trips, revision guides, books and equipment or vouchers for meals
- we can make a reimbursement upon receipt of proof of purchase, i.e. a receipt. Reimbursement will be made within ten working days.

## **10 Terms and Conditions**

- The Academy is under no obligation to provide the Student Support Fund. It remains the responsibility of the parent/carer to organise home-to-school travel and provide the necessary uniform and resources needed to support their child's education.
- Due to changes at Government and local levels that affect how schools are funded we cannot guarantee that the Student Support Fund will be available in future years.
- Successful applications are conditional on students having a satisfactory level of attendance and conduct. We will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.
- Applications can be made at any time during the academic year.
- Applications will be considered on a first come first served basis.
- Applicants should be aware that the funding available is limited and once it has been spent we will no longer be able to approve any further applications in the academic year.
- Successful applications for bus passes will be for one term only. Parent/carer will need to reapply for each term. We recommend applications are submitted before the end of the previous term to avoid delay. We will not be able to reimburse bus fare due to late applications. There is no guarantee that applications for future terms will be successful due to any funding restrictions and/or changes to eligibility.
- Applications can only be accepted from parents/carers with whom the pupil resides.
- Successful applications may be a contribution towards the cost and may not necessarily cover the whole cost.
- A separate application is required for each sibling. A successful application for one sibling does not guarantee a successful application for another.

## **11 Policy monitoring arrangements**

This policy will be reviewed by the Student Support Panel on an annual basis.

## **12 Appeals**

The Student Support Panel reserves 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 Academy.



## Blue Coat CE Academy

### STUDENT SUPPORT FUND APPLICATION FORM 2025-26

#### PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

#### DATA PROTECTION

The data controller is Blue Coat Church of England Academy. The data you provide will be used to assess and facilitate your entitlement to financial support from the Student Support Fund. The information given on this form will be subject to the provisions of GDPR 2018. Please refer to our website for our Privacy and Data Retention Policies.

#### SECTION A: STUDENT DETAILS

|                                 |                                                                   |
|---------------------------------|-------------------------------------------------------------------|
| <b>Name of parent/carer</b>     | <i>Sixth form applicants can leave this section blank</i>         |
| <b>Name of student</b>          |                                                                   |
| <b>Year group</b>               |                                                                   |
| <b>Home address</b>             |                                                                   |
| <b>Contact telephone number</b> |                                                                   |
| <b>Parent email address</b>     | <i>Sixth form applicants should enter their own email address</i> |

#### SECTION B: ELIGIBILITY

Please tick as appropriate

|     |                                                                                                                                           |  |                                                                                                                                                                                                                                            |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i   | My child is in receipt of free school meals.                                                                                              |  | We will check your child's eligibility with the free school meals service.                                                                                                                                                                 |
| ii  | My child has been in receipt of free school meals at some time in the last six years.                                                     |  | We will check your child's eligibility with the free school meals service.                                                                                                                                                                 |
| iii | My child is a looked after child, i.e. in care.                                                                                           |  | Please provide a letter from the social worker.                                                                                                                                                                                            |
| iv  | My child is living with a parent who is in the Armed Forces.                                                                              |  | Please provide a letter from the Armed Forces.                                                                                                                                                                                             |
| v   | If none of the above apply but you feel you have exceptional circumstances making you eligible to apply please briefly explain why below: |  | You will need to provide supporting evidence of your household financial position, e.g. benefit letters, tax credit award notice, P60, pay slips for the last three months, last three universal credit award notices, pension statements. |

**SECTION C: FINANCIAL SUPPORT REQUIRED**

Please indicate below what you would like help with and whether you want payment in kind or want to be reimbursed (you will need to attach a receipt if you are claiming reimbursement).

| Tick | Item                                        | Details                                                                                              | Cost | Tick as appropriate |               |
|------|---------------------------------------------|------------------------------------------------------------------------------------------------------|------|---------------------|---------------|
|      |                                             |                                                                                                      |      | In-kind             | Reimbursement |
|      | Bus pass to and from school (one term only) | Eligibility will be reassessed on a termly basis.<br><b>Parent/carer must reapply for each term.</b> |      |                     |               |
|      | Books                                       | Please give name of book(s) below:                                                                   |      |                     |               |
|      | Revision guides                             | Please give names of revision guide(s) below:                                                        |      |                     |               |
|      | Equipment                                   | Please give details below:                                                                           |      |                     |               |
|      | Trips                                       | Please give name of trip below:                                                                      |      |                     |               |
|      | Uniform                                     | Please list items below:                                                                             |      |                     |               |
|      | Other                                       | Please give details below:                                                                           |      |                     |               |

**SECTION D: PARENT/CARER OR SIXTH FORM STUDENT DECLARATION**

It is important that you read the following statement carefully. We will not consider the application unless it is signed and dated:

- The information I have given on this form is accurate.
- I will inform you immediately of any change in my personal circumstances as they occur.
- I understand that if I provide false or incomplete information, I will have to refund the Academy.
- I have attached a receipt to this application (if claiming reimbursement).
- I have enclosed **original** documents to confirm my household income (Section B v] above only)
- I understand that you will contact me if further information is needed.

**Signature of Parent/Carer or Sixth Form Student:** ..... **Date:** .....

**Name in BLOCK LETTERS:** .....

*Please return completed application forms to Mrs D Deeming, School Business Manager (st-deeming-d@bluecoatacademy.org or via Reception).*

**Appendix 2**

**STUDENT SUPPORT FUND  
PANEL ASSESSMENT CHECK SHEET**

Application reference No .....

**Section A: Eligibility Check**

|     | <b>Eligibility Criteria</b>                                       | <b>Check to be undertaken</b>                                           | <b>Tick</b> |
|-----|-------------------------------------------------------------------|-------------------------------------------------------------------------|-------------|
| i   | Eligible for free school meals                                    | Free School Meals Service/SIMs                                          |             |
| ii  | Eligible for free school meals at some time in the last six years | Free School Meals Service/SIMs                                          |             |
| iii | Looked after child                                                | Letter from social worker provided by carer.                            |             |
| iv  | Parent living in the same household is in the Armed Forces        | Letter from Armed Forces received from parent.                          |             |
| v   | Other exceptional circumstances                                   | Appropriate original documentation received (as outlined in Section B). |             |
| vi  | Student Year Group                                                |                                                                         |             |

**Section B: Household Income Check***(complete where applications relate to Exceptional Circumstances (Section A v] above).*

|                                     | <b>Parent/Carer 1</b> | <b>Parent/Carer 2</b> | <b>Evidence – APPLICATION MUST BE SUBMITTED WITH ORIGINAL DOCUMENTS AS EVIDENCE</b> |
|-------------------------------------|-----------------------|-----------------------|-------------------------------------------------------------------------------------|
| Gross taxable annual salary / wages | £                     | £                     | March 2021 P60 or end of March 2021 payslip                                         |
| Self-employment / property income   | £                     | £                     | Self-assessment tax calculation 2020/21 or certified accounts                       |

|                                   |   |   |                                                                                                |
|-----------------------------------|---|---|------------------------------------------------------------------------------------------------|
| Private / Occupational pension    | £ | £ | Pension statement / Pension P60 2020/21 Bank statement                                         |
| State pension                     | £ | £ | Pension statement / Bank statement / Benefit book                                              |
| Benefits <b>(Please specify)</b>  | £ | £ | Bank statement / Benefit book                                                                  |
| Bank or building society interest | £ | £ | (Evidence only required if over £250.00 for the year) <b>Bank / Building society statement</b> |
| Share dividends                   | £ | £ | (Evidence only required if over £250.00 for the year)<br>Tax vouchers                          |
| <b>TOTAL INCOME</b>               | £ | £ |                                                                                                |

#### Section C: Other checks

|                                       | Check needed                         | Support type                        |
|---------------------------------------|--------------------------------------|-------------------------------------|
| Distance between home and the Academy | Distance check                       | Travel costs                        |
| Evidence of purchase                  | Receipt attached to application form | Applications for reimbursement only |

#### Section D: Panel Review Outcome

|                                                                     | Tick |
|---------------------------------------------------------------------|------|
| <b>Student meets the criteria</b>                                   |      |
| <b>Appropriate evidence seen</b>                                    |      |
| <b>Support awarded in kind</b>                                      |      |
| <b>Reimbursement arranged with Finance Officer</b>                  |      |
| <b>Award notification issued to parent/carer/Sixth Form student</b> |      |

**Signed** (for Student Support Fund Panel): .....

**Name in BLOCK letters:** ..... **Date:** .....