

Ormiston Academies Trust

City of Norwich School, An Ormiston Academy Hardship Policy

Policy version control

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1. Purpose of Fund

In the event of genuine hardship, The City of Norwich School, An Ormiston Academy is able to provide some financial support for students. Parents & guardians can apply for assistance towards the cost of supporting the student's needs.

2. Allocation

The academy has set up a Hardship Fund using Pupil Premium funding. The Pupil Premium funding is money allocated by the Government. The funding will be allocated as detailed below; each application will be reviewed on its own merits and any payment is at the discretion of the Head Teacher.

- Parents or guardians for students who are registered for Free School Meals (FSM) or those in receipt of FSM at any time in the last 6 years
- Students who the academy are aware have genuine hardship issues
- Students who are currently in care

The City of Norwich School (An Ormiston Academy) may consider a **contribution to students whose families are in receipt of Working Tax Credit dependant on gross annual household income.**

Gross annual household income	Maximum contribution as %age	Maximum contribution in £
Below £14,999	25%	£50.00
£15,000 - £20,000	20%	£40.00
Above £20,001	15%	£30.00

The City of Norwich School, An Ormiston Academy, **may consider up to a 50% contribution to students families who are currently eligible for free school meals. Up to a maximum of £100.00.**

In exceptional circumstances up to 100% funding may be allocated, at the discretion of the Head teacher.

Full confidentiality will be observed with all contact regarding our hardship terms.

Authorisation of any payment/reduction under the above terms is strictly at the discretion of the Headteacher, Assistant Headteacher, Director of Disadvantage and Business Manager.

3. Monitoring and Evaluation

The Hardship Fund Policy will be reviewed on a regular basis by the **Governing Body.**

4. Information

Due to changes at Government and local levels that affect how schools are funded we cannot guarantee that the Hardship Fund will be available in future years.

5. Application Information

- **Only one application per category per student per year**
- **Applications for uniform funding will only apply to compulsory items**
- Applications will only be accepted from students/guardians with whom the student resides or by a member of staff
- Allocations will be a contribution towards the cost and will may not necessarily cover the whole cost
- A separate application will be required for each sibling
- Applicants should be aware that funding available is limited and once used the Academy may not be able to approve further applications
- Priority funding will be given to those who are making their first claim in the academic year.
- Reimbursement will be made on production of a proof of purchase. (Uniform, Books, Equipment) Payment **cannot** be made upfront.
- Funding allocated to academy run trips, music tuition, hire of musical instruments and examination resits will be credited, thereby reducing the total cost of the activity.
- If applying for assistance with an academy run trip, it is recommended that a minimum 50% payment is made upfront, to secure a place.
- Where multiple applications for the same trip/event are received, the funding per pupil may be reduced.

6. The CNS Families Fund

In addition to the Hardship Fund, there is also provision for support to those who have suffered 'A *Significant Event*' either at school or while representing the school.

- This fund is strictly at the discretion of the Head Teacher.
- This fund was set up by charitable donations. Once the funds are depleted the fund will cease to exist.
- A separate form must be completed by the family concerned and submitted to the Head Teacher for consideration, in consultation with the Chair of Governors

7. Bursaries for Educational Visits costing more than £1000

In recent years CNS has introduced a number of trips which cost over £1,000.00. These trips represent amazing opportunities for students to experience activities or places which significantly enhance their learning. We strongly recommend that families also look outside of CNS for opportunities to gain sponsorship (E.g. Sir Philip Reckitt Educational Trust, Joanna Scott Foundation).

- To qualify for this fund the trip must be for an educational purpose (i.e subject based to underpin learning and not an activity such as skiing)
- The Gross annual household income should not exceed £14,999. This must be evidenced by the applicant.
- £500 will be attributed to each **trip** which costs over £1,000.00.
- Families will be invited to apply to the fund by a specific date
- The amount allocated to the trip will be split equally among all eligible applicants
- Parents/Carers will be required to commit to a non-refundable deposit as per the requirements of the individual trips and must be able to finance the remaining balance.
- Applications will only be accepted from students once in a two year cycle.

Students will be required to have an attendance of 95% or above.

8. Application Form for the Hardship Fund

CONFIDENTIAL ONCE COMPLETED

Name of Parent/Guardian	
Name of Student	
Year Group	
Form	
Home Address	
Contact telephone number	
Email address	
	Tick ✓ (only 1 category)
I confirm that my child is eligible for Free School meals	
OR I am in receipt of working families tax credit – please supply a copy of the entire award letter	

Please indicate what you are applying for assistance for:
(You can only make one application per year for each category)

	Please Tick ✓	Total cost of purchase £
Books (please supply receipts)		
Uniform (please supply receipts)		
Music Tuition		
Hire of Musical Instruments		
Equipment/Materials (please supply receipts)		
Educational Visits		
Examination re-sits		
Other (please give a description)		

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/Other:..... Date.....

PLEASE RETURN ALL FORMS TO THE FINANCE OFFICE

For office use only

Application received. FSM/WTC/receipts checked			Date	
Authorised for payment			Date	
Payment made by BACs/ Chq/ Internal Transfer			Date	