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QUEEN MARY'S HIGH SCHOOL
APPLICATION FOR FINANCIAL ASSISTANCE - ACADEMIC YEAR /

1. DETAILS OF PUPIL

<i>Family Name (block capitals)</i>	<i>Given Name(s)</i>	<i>Date of Birth</i> <i>Day Month Year</i>	<i>Form</i>

2. ADDRESS OF PARENT(S) / GUARDIAN(S) AND OCCUPATIONS

<i>Full normal postal address</i>		
<i>Telephone No.</i>	<i>Self</i>	<i>Spouse</i>
<i>Occupation</i>		
<i>Name and address of employer</i>		
<i>Telephone No.</i>		

Dear Parents

To be eligible for financial assistance from the school, you should be in receipt of certain benefits and your daughter should be on the list of students eligible for free school meals. You must apply for each occasion that you wish to obtain assistance, as your circumstances may change over the course of the academic year. **WHERE ASSISTANCE FOR SCHOOL RESIDENTIAL TRIPS HAS BEEN GRANTED, PLEASE INFORM THE SCHOOL IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE PRIOR TO DEPARTURE OF THE TRIP.** Would you therefore please confirm the following:

- | | |
|---|--------|
| • Free School Meals | Yes/No |
| • Income Support | Yes/No |
| • Income based Job Seekers Allowance | Yes/No |
| • Support under part VI of the Immigration and Asylum Act 1999 | Yes/No |
| • Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £21,000. | Yes/No |
| • Guaranteed State Pension | Yes/No |
| • Extenuating Circumstances | Yes/No |

<i>Pupil(s) Name(s)</i>	<i>Form</i>	<i>Year of claim</i>	<i>Reason</i> <i>i.e. Uniform, Field Trip,</i>	<i>Amount awarded</i>

DECLARATION

I / We hereby declare that to the best of my / our knowledge and belief, the information given above is correct.

In the event of a grant being awarded I / we agree to notify the school if a change in my / our circumstances would affect, in any way, the amount determined in respect of this claim.

Signed Full Name (**BLOCK CAPITALS**)

Signed Full Name (**BLOCK CAPITALS**)
 Parent(s) or Guardian(s)

Date

INFORMATION FOR CLAIMING FINANCIAL ASSISTANCE

Please read these notes before submitting your request for financial assistance.

A. EVIDENCE OF INCOME

You must enclose evidence of your eligibility i.e. recent proof of benefits, **FULL** (i.e. **ALL** pages) copy of Tax Credits Award for current year/notification of Universal Credit award. (if applicable)

For extenuating circumstances please provide a statement to explain the reason behind your application.

B. THIS AGREEMENT MUST BE COMPLETED BY BOTH PARENTS UNLESS:

- B1. Either parent has given the other parent written authority as his/her agent (this authority must be attached to the form).
- B2. The parents are divorced or separated (the form should then be signed by the person responsible for the education of the child).
- B3. A parent is deceased (this must be stated on the form).

The criteria for all awards is stated in the school's charging and remissions policy which is available on request from the school office.

Supply of incorrect or incomplete information will delay your application.

Support for school uniform will be in the form of a voucher for use with our school uniform supplier. The voucher cannot be exchanged for cash. No change will be given from the value of the voucher. Where students are given vouchers from their home local authority, the value of the voucher from QMHS will be reduced. This is only available to new year 7 students.

Contributions to trips taking place during school time.

The school will cover the cost of the trip, **except** for a contribution towards food and boarding (where this is a residential trip). These amounts will be notified separately, and may be paid in instalments. The school will not financially support any other non educational trip.

For overseas trips which are classed as curriculum based. The maximum contribution that the school will make is £100.