



Hardship Policy

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of respect, growth, and community whilst following our strapline of '**Everything is possible for one who believes**' Mark 9:23.





General Information for Parents and Carers

What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help available to all registered full-time Academy students. The aim of the Fund is to help students who have difficulties in paying for:

1. Curriculum trips, visits, and year group residentials (up to 100% of the cost)
2. Uniform, shoes, or sports kit
3. Other materials or equipment required for their academic studies
4. Emergency travel expenses

Payments from the Fund are discretionary and if awarded do not need to be repaid.

The Academy will consider requests for hardship funding from the following groups of students:

- Students living alone outside the family home
- Students in receipt of free school meals
- Students in families with very low incomes
- Students with disabilities
- Students who are or have been in care

Your children may be eligible for grants from our hardship fund if:

- A household income is below £27,000
- A student's parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/ Child Tax Credit, Income Based Employment and Support Allowance (ESA), but the student is not entitled to free school meals
- At the decision of the Principal, any student who does not fall under the categories listed above, but considers themselves to be in financial hardship

Proof of benefit is required. Proof must be in letter form and:

- Proof of benefit must have been issued within the last six months
- Proof must show the family address given
- Proof must be included with the grant application
- **Bank Statements, incapacity, housing and council tax benefit are not valid proof.**



Letters of Proof of Benefits can be obtained from:

Inland Revenue Child Benefit Helpline 0300 200 3100

Inland Revenue Tax Credits 0345 300 3900

Jobcentre Plus 0345 604 3719

Migrant Helpline 020 8774 0002

How to apply to the Hardship Fund

An application should be made to the Academy Business Leader. The application will remain confidential and will be considered by the Academy Business Leader given their knowledge of the students' circumstances. If approved by the Academy Business Leader, the application will be passed to the Principal for final approval.

A payment will be made only in the following ways:

- For emergency travel expenses a bus pass will be purchased on the students behalf
- For all other expenses the payment will be made through the Academy internal financial system directly to the supplier by receipt of invoice for goods purchased

A student may be able to apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed.

Students cannot appeal a decision not to award a hardship grant as the Principal's decision is final.

Please complete and return this form with the necessary supporting documentation to the Academy Business Leader

For enquiries call – 01274 302400



Your Details

Bradford Forster Academy

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 First Name (if applicable):	
Address:	

Postcode:	
Telephone:	
Email address:	

Children you wish to claim for:

Name of child	Tutor Group	Date of Birth



Please tick the appropriate box for the hardship funding you would like to apply for:

- Uniform
- School Trip
- Equipment
- Emergency Travel

Uniform Application

Successful applications will be issued with 1 jumper, 1 tie, 1 long sleeved PE top and 1 PE polo shirt

School Trip Support Application

Name of trip	
Dates of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	
Reason you are seeking support	



Declaration

Bradford Forster Academy

Grounds for Application

Evidence enclosed Yes
No

Qualifying benefits	Tick (if applies)
Income	
Income-Based Jobseekers' Allowance	
Employment and Support Allowance	
Support under Part VI of the Immigration and Asylum Act 1999	
Child Tax Credit, but not Working Tax Credit, with an annual income below £16,190	
Guarantee Element of State Pension Credit	
Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit	
Universal Credit	
Other grounds:	
Student in receipt of Free School Meals	
Very low family income	
Student has disabilities	
Student in care, or care leaver	
Student with siblings in the same year	
Student living alone outside the family home	
Other (Please specify)	

I certify that the information provided here is true. I understand that a false declaration will result in the refusal of this application.

Parent/Carer's signature:	Date:

Your application will be processed in due course.



Office use only

Date Received:	
Received by:	
Approved?	YES / NO <i>(delete as necessary)</i>
Approval Date:	
Approved by (name):	
Approved by (Position):	
Signed:	