



Financial Support Policy

Version 6

Important: This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Status	Non-statutory
Author	CFO
Name of Responsible Committee/Individual	Financial, Audit and Risk Committee
Target Audience	School Leaders
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Review Date	September 2027

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Belonging

We build a culture where every child, colleague and community member feels safe, valued and included, creating a strong sense of family across our Trust.



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Flourishing

We enable every child and adult to flourish through rich opportunities, high quality education and exceptional care, so that all can achieve their full potential.



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Leadership

We lead with integrity, ambition and professionalism, empowering others through strong governance, expert practice and moral purpose.



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Partnership

We work in partnership across our academies and communities, sharing expertise, building capacity and achieving more together than we could alone.



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Transformation

We transform lives through education by raising aspirations, tackling disadvantage and creating brighter futures for every child and young person.



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General Information

What is the Financial Support Fund?

The Financial Support Fund is a discretionary source of financial help available to all registered full-time students/pupils of the Brighter Futures Learning Partnership Trust (BFLPT). Students/pupils must attend one of the schools or UTC in the MAT to be eligible. The aim of the fund is to help families who have difficulties in paying for some of the costs of their child's education. Although funds are very limited, we would like to support parents/families where we can. Each case will be reviewed on its own merits, and financial support will be dependent on the availability of funds.

The grant is a one-off application. Each school/UTC may contribute towards the cost of the following:

1. School trips, visits and year group residentials
2. School uniform
3. Other materials or equipment required for their academic studies
4. Expenses to attend seminars, interviews or work experience placements
5. Emergency travel expenses
6. School meals

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

Each school/UTC will consider requests for financial support from the following groups of pupils/ students:

- Pupils/students living alone, outside the family home;
- A household income of below £25,000;
- Pupils/students in receipt of Free School Meals;
- Pupils/students who are or have been in care;
- Families experiencing a temporary situation causing financial difficulty such as family bereavement, job loss or serious unforeseen circumstances.

Your Child(ren) may be eligible for grants from our hardship fund if:

- At the discretion of the Headteacher/Principal, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship

Proof of income must be in a letter form and:

- **Must have been issued within the last six months;**
- **Must show the family address;**
- **Must be included with the grant application;**

Please note the school/UTC will not retain any personal information after processing the request.



How to apply to the Financial Support Fund

An application should be made through the Headteacher/Principal. The application will remain confidential and will be considered by the Headteacher/Principal given their knowledge of the pupil's/student's circumstances. If approved by the Headteacher/Principal, the application will be passed to the Finance Department for processing. In exceptional circumstances, the Headteacher/Principal may accept that it is not possible to follow the application process set out below and the release of funds may be authorised with the application form being completed retrospectively. However, the authorisation falls to the Headteacher/Principal.

The payment will be made only in the following ways:

- Bank transfer directly to the nominated parent/carer.
- Vouchers if it is deemed more appropriate by the school.
- Payment for school trips will be paid directly into the specified trip account.

A parent/carer may be able to apply for financial support at any time during the academic year. Families cannot appeal a decision not to award financial support as the Headteacher's/Principal's decision is final and any decision must be made according to the availability of finance.

Please complete Appendix A and return with the necessary supporting documentation to the named person on the school/UTC website.

Financial Support Policy Version 6 agreed by Trust Board September 2026

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APPENDIX A

BRIGHTER FUTURES LEARNING PARTNERSHIP TRUST
Financial Support Application Form

Title	Mr, Mrs, Ms, Miss
Surname (Family name)	
First Name	
Address	
Post Code	
Telephone	
Email Address	
School	
Bank Sort Code	
Bank Account Number	
Name of Bank Account	
Period of Claim (Month)	

Student you wish to claim for

Name of Student	Tutor Group	Date of Birth	Gender (M or F)

Reason for Claim

(this may include information about circumstances, including attendance etc)

--

Is the student currently working?

(if yes, include place of work and hours)

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Costs being claimed (Please Tick)	Description of Claim
School Uniform ☐	Contribution towards uniform by selecting one of the following (please tick): Trousers / Skirt ☐ Blazer ☐
School Trip ☐	Please provide details of the trip including travel dates and total cost.
Other (Academic equipment / Travel) ☐	Please outline the reason for the application

TOTAL CLAIM VALUE £ _____

Proof of income attached YES / NO

Approval

Headteacher/Principal _____ Date _____

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