**Pupil Premium Funding Support Request Form**

**Once you have completed this form, please send it into school with all relevant evidence of purchases.**

**You will then be invited in so the reception team can complete a finance form to enable funds to be processed into your bank account. You will need to provide a bank card with your name on it. This must be done face to face.**

**Unfortunately, the school cannot purchase items on your behalf.**

|  |  |
| --- | --- |
| Name and tutor group |  |
| Is the pupil eligible for Free School Meals? |  |
| Name of person applying |  |
| Relationship to pupil |  |
| E-mail address |  |

|  |  |
| --- | --- |
| **Details of support request (please highlight or circle)** | **Information required to process the request (please attach where relevant)** |
| Financial support for school uniform (up to £50 per year) | Receipts required |
| Financial support for school travel (up to 20% of total cost) | Proof of payment and details of transport. |
| Financial support for educational trips (10%) | Details and total cost of the specific trip |
| Financial support and learning aids | Details and total cost of specific learning aid. |

Signature of applicant ………………………………………………………..

Date ………………………………………………………..

**For official use only:**

Confirmation of financial support out of Pupil Premium funds.

**Student name and Tutor group**……..………………………………………….................

|  |  |  |  |
| --- | --- | --- | --- |
| Amount claimed | Confirmed by PP  Lead | Link to SDP / PP Strategy | Date |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Authorised by  Pupil Premium budget holder | Signature | Date |

Finance use only:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Payment Item | Entered onto the PP spreadsheet | Adjustment Entered on ParentPay by | PS Journal Number | Date of transactions |
|  |  |  |  |  |