



## Kench Hill Centre



hackney  
learning trust

Appledore Road, Tenterden, Kent, TN30 7DG

Email: [admin@kenchhill.co.uk](mailto:admin@kenchhill.co.uk)

## PARENTS FORM

### Application form for a school journey grant to Kench Hill 2019-20

#### Information

Fill in this form if you want to claim a bursary of **up to £50\*** per child towards the cost of a residential school trip to Kench Hill Centre. **DO NOT** complete this form if your child receives free school meals as they will automatically get the award – the school will apply for this on your behalf.

Your children can get a Kench Hill Bursary if they go to a community, foundation or voluntary-aided school in Hackney and you get Universal Credit Income Support; Income-based Job seekers Allowance; Income-related employment and support allowance; support under Part VI of the Immigration & Asylum Act; Child Tax Credit and your annual income is no more than £16 190.\*\*

If you do not receive any of these benefits, contact the school to pay the full cost of the trip or ask about other grants available. We will tell the school if your application is successful or not.

#### Further details

Post this application form to the address above **with photocopies of the proof as listed below**, or hand this form to the child's school. Ask at school if you have further questions.

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#### Section A We need to know the following information.

Do you claim any of the following Department for Work & Pensions (DWP) benefits or tax credits for you and your children? Please tick all relevant boxes.

- Tax Credits, **and annual income is no more than £16,190**
- Universal Credit with **annual income no more than £7, 400**
- Income-related employment and support allowance
- Income-based Jobseekers Allowance
- Income Support

**We need to see proof that you receive the benefits or tax credits you have ticked. All documents must be current (ie not more than 2 months old), and must have your name and address on them. We will accept any of the following as proof. Only the proof outlined below will be accepted.**

**NB PLEASE SEND US PHOTOCOPIES OF YOUR PROOF BY POST WITH THIS FORM.**

- 1a A photocopy of the cover and the next two pages of your benefits book.
- 1b **OR** A Photocopy of your most recent giro (if you are paid by giro) as long as it shows what kind of benefit you are receiving.
- 1c **OR** Recent letter from Department for Work & Pensions (DWP) proving benefits you get.
- 1d **OR** your Inland Revenue letter (form TC602) for the tax year, showing your tax credit breakdown and your annual income.

**Section B The child's parent or guardian must fill in this form (Please use CAPITAL letters)**

Your title: Mr  Mrs  Miss  Ms  Other

Your surname:

Your first name:

Your address (including postcode)

<input type="text"/>	
<input type="text"/>	
Phone number: <input type="text"/>	Email: <input type="text"/>

**Section B In the table below, tell us about the children you are claiming a school grant for.**

Your child's last name	Child's first name	Child's date of birth	School attended
<input type="text"/>	<input type="text"/>	/ /	<input type="text"/>
<input type="text"/>	<input type="text"/>	/ /	<input type="text"/>
<input type="text"/>	<input type="text"/>	/ /	<input type="text"/>

**Section C Details of the school trip.**

School journey or field study to:

Dates: From  To

**Section E Declaration**

**It is a serious offence to give false information. We have a duty to protect the public funds we control. We may use the information you have provided on this form to prevent and detect fraud.**

*As far as I know the information I have given on this form is true and complete.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please post or email this form, with your photocopied proof, to the address shown at the top of this form or alternatively this form can be handed into the child's school.**

**For office use only**

Eligible benefit confirmed?  Yes  No KH Bursary authorised?  Yes  No

Officer's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date