



Pupil Premium Funding Support Request Form 2025-2026

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 travel (up to 20% of total cost)	
Financial support for one educational trip per academic year of 10% and up to a maximum of £50.	
Financial support and learning aids	

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