

Sunbeams Play

Bursary Fund Policy and Procedure – 1.11A

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.1 Respecting each other	3.2 Supporting every child	

Parents/Guardians wishing to apply for the fund should first approach the Sunbeams Play Centre Manager who will then give a copy of this procedure to the applicant and advise accordingly. As appropriate the Centre Manager, or other qualified person will prepare a confidential report for submission to the Trustees. The Trustees will make a decision based on the information provided.

Applications will not normally be considered from parents/guardians whose child(ren) have not satisfactorily undertaken the Sunbeams Play assessment process.

In considering any application the Centre Manager will treat the matter in *strictest confidence* at all times mindful of the following matters:

- The particular needs of the child(ren)
- The family's understanding of and willingness to apply to other agencies for bursary support
- An appropriate time limit for the duration of the bursary
- The financial situation of the family
- Any other matter which the family, Centre Manager/Adviser considers relevant to the application

The decision is final and binding. Applicants have no further right of appeal unless they can clearly demonstrate that the family circumstances have materially changed since making the initial application. Any such appeal must be made in writing and take its turn where other applications are already being considered.

This policy was adopted at a meeting of

name of
setting

Held on

(date)

Date to be reviewed

(date)

Name of signatory

Role of signatory

