

Home Access Grant

Application form

HOME ACCESS

NEXT
GENERATION
LEARNING

Home Access is the new government programme that will help more families to get online at home and is aimed at those who need it most.

Home Access Grant funding is only available to households that meet the criteria in this form and in the guidance notes, as well as providing the right supporting documents.

Please read the guidance notes in full before completing this form.

Grants are limited and are available on a first-come first-served basis.

You must be the adult responsible for the child you are applying for. You must share the same address as the child and be the person receiving Child Benefit for the child.

As proof of this you must send in a Child Benefit award letter with the application. This letter must be the original and less than one year old.

Please answer all relevant questions. Write clearly using BLOCK CAPITALS and black ink. Do not use correction fluid – if you make a mistake, cross it out and write near the box. Please do not use paperclips or staples.

Part 1: Your computer needs

Home Access

Eligible families can apply for a grant for a computer and internet package to support their learning. Please tick only **one** of the options below:

- Full package (a computer, service and support, and one year's internet access)
- A computer with service and support only
- One year's internet access only

Group ordering

Some schools, academies and local authorities run a group ordering system. This means they will order Home Access packages in bulk, one per family, for families who would like them to.

i Please ask your school or local authority education office whether they run a group ordering system. If they do, ask them for their group order code. Then tick the box below and enter the group order code. Please read Part 1 of the guidance notes for more information. Then continue to fill in the rest of the form.

Yes, I would like this application included in a group order. The code for this is:

Group order code:

i You **cannot** change your mind about your package or buying method after you have sent in this form. Please make sure that you are happy with your buying method and that the grant you have chosen meets your needs.

For office use only

Date of pre-assessment:

Agent:

HAG URN:

- 10 Daytime phone number (this may be a mobile):**
- 11 Alternative phone number:**
- 12 What gender are you?** Male Female
- 13 What is your relationship to the child or young person?** Mother Father Guardian/carer **i** If you are a foster carer please see Part 3 of the guidance notes.
- 14 Are you a UK resident?** Yes No **i** You can only apply for a grant if you are a UK resident.
- 15 What is your nationality?**
- 16 How many children under 16 do you have in your household?**

Part 4: About the child you are applying for

Parents and guardians need to fill in details about the child they are applying for. If you have more than one child, fill in the details of one that meets the criteria.

i Please see Part 4 of the guidance notes for more information.

- 17 Last name or family name:**
- 18 First or given name:**
- 19 Middle name(s):**
- 20 Date of birth:**
- 21 What school year are they in?** **i** To qualify for a Home Access Grant, the child you are applying for must be in school years 3 to 9 during the current school year (1 September – 31 August).
- 22 Gender of the child:** Male Female
- 23 Name of their school:**
- 24 Address of their school:**
- 25 Postcode of their school:** **i** Please contact the school if you are unsure of the postcode.

Part 5b: Assistive Technology package 2

If the pre-loaded software and Assistive Technology package 1 will not fully meet your child's requirements, and the child needs alternative software or hardware, then we will need to send your application for a further check.

i Please see Part 5b of the guidance notes for more information.

A special needs evaluator will contact you to discuss your child's needs. Please tell us the best time and day of the week to call you:

To help us evaluate your child's Assistive Technology needs please include one of the following original supporting documents with your form. Tick the box to indicate which document you are sending:

Statement of Special Educational Needs

Proof that you receive Disability Living Allowance for the child

If you cannot provide a Statement of Special Educational Needs or proof of receiving Disability Living Allowance, you must get Part 5c completed by the Special Educational Needs Coordinator at the school your child attends or by your local authority.

Part 5c: Assistive Technology further check

To be completed by the Special Educational Needs Coordinator or local authority only.

i Please see Part 5c of the guidance notes for more information.

I confirm that the child named in this application has Assistive Technology needs that will not be met by the software and Assistive Technology package 1 (adapted mouse, alternative keyboard, keyboard stickers).

Signature:

Print name:

Position:

Daytime telephone number:

Official school stamp or local authority code:

Do you have any further information that may help us evaluate the named child's Assistive Technology needs? If so, please include it in the box below or on a separate sheet.

Further information:

i This can be completed by the applicant, Special Educational Needs Coordinator or local authority.

Part 6: About your support and benefits

To assess whether you are eligible for a grant we need you to answer some questions about the benefits and support that you receive.

If you answer **No** to question 31 or if you first registered for Free Schools Meals **within the last school term**, you will need to send us more proof. Please go to question 32.

If you answer **Yes** to question 31, please go straight to Part 7.

Children receiving free school meals as part of the pilots in Durham, Newham and Wolverhampton will only be eligible for a Home Access Grant if you are receiving any of the benefits listed in questions 32–37 and can send us the supporting documents.

31 Is the child named on this form registered for Free School Meals?

Yes

No

i Your child needs to have been registered for Free School Meals for more than four weeks. Please see the notes above and Part 6 of the guidance notes for more information.

Other support and benefits

You only need to answer **Yes** to one of the questions 32–37. Please send the original document, not a photocopy, except for question 37.

The name and address you gave in Part 3 **must** match the name and address on your proof. If they do not, your application will be rejected.

i If you are not getting any of the benefits stated below, you cannot get a Home Access Grant.

32 Do you currently get income-based Jobseeker's Allowance? or

Yes

No

i If you get this allowance, you must provide the letter of entitlement from the Department for Work and Pensions. It must be the **original letter** and **less than one year old**.

33 Do you currently get Income Support? or

Yes

No

i If you get this benefit, you must provide the letter of entitlement from the Department for Work and Pensions. It must be the **original letter** and **less than one year old**.

34 Do you currently get Child Tax Credit but not Working Tax Credit? or Yes No

i If you get Child Tax Credit but **not** Working Tax Credit, you must send us your Tax Credit award notice (TC602), showing you get Child Tax Credit only and had a household income of less than £16,040 for this or the last tax year. It must be the **original notice** and from the **current or last tax year**.

35 Do you currently get income-based Employment Support Allowance? or Yes No

i If you get this allowance, you must provide your letter of entitlement for it from the Department for Work and Pensions. It must be the **original letter** and **less than one year old**.

36 Do you currently get Pension Credit (Guarantee Credit but not Savings Credit)? or Yes No

i If you get Pension Credit (Guarantee Credit), you must provide your letter of entitlement for it from the Department for Work and Pensions. It must be the **original letter** and **less than one year old**.

37 Are you currently receiving support under Part VI of the Immigration and Asylum Act 1999? Yes No

i If you receive support under Part VI of the Immigration and Asylum Act 1999, you must provide a **copy** of your Application Registration Card (ARC) or a **copy** of your Standard Acknowledgement Letter (SAL). **These must be authorised copies. Please read Part 6 of the guidance notes for more information.** You **must** keep the original.

Part 7 : Account safety: choose your security password

Please do not fill in your password until all other parts of the application form have been completed.

i Please see Part 7 of the guidance notes for more information.

It is important that all the information you give is kept safe and secure. To help us do this, you need to choose a password. If you ever need to call us about your Home Access Grant we will ask for your password. You will only need the password to contact us about your grant – it will **not** be linked to any computer or internet access you may get from Home Access.

Your password must be:

- **at least 6 characters long**, but no more than 15
- **a mix of letters and numbers only** – it must not have any spaces or characters that are not letters or numbers
- something you will remember but no one else can guess.

In case you forget your password, you can choose a 'hint' to help you remember. For example, if your password is 'football23' then you could have 'sport' as your hint.

38 Please choose a security password:

← minimum →

i It is important to choose something you will remember. Your password will only be used to identify you. Remember, your password must have at least 6 characters.

39 Please tell us your hint for your password:

i Please pick a password hint in case you forget your password.

Part 8: Your feedback and ethnic background

We'd like you to tell us how you found out about applying for a Home Access Grant. Please answer these questions.

40 How did you hear about Home Access Grants? Tick all that apply.

<input type="checkbox"/> From school or college	<input type="checkbox"/> Posters	<input type="checkbox"/> Leaflets	<input type="checkbox"/> Local event
<input type="checkbox"/> From children	<input type="checkbox"/> Local newspapers	<input type="checkbox"/> Radio	<input type="checkbox"/> Shop selling computers
<input type="checkbox"/> From other parents	<input type="checkbox"/> National newspapers	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Through the post
<input type="checkbox"/> On the internet	<input type="checkbox"/> Social worker/key worker		
<input type="text"/>			Other

41 Did you hear about Home Access Grants through an organisation? If so, please select one of the following:

<input type="checkbox"/> UK online centres	<input type="checkbox"/> Local authority	<input type="checkbox"/> Jobcentre Plus	<input type="checkbox"/> Housing association
<input type="checkbox"/> e-Learning Foundation	<input type="checkbox"/> Library	<input type="checkbox"/> Charity	<input type="checkbox"/> Faith group
<input type="checkbox"/> Post Office	<input type="text"/>		Other

42 How easy or hard did you find the following:

		very hard	quite hard	OK	quite easy	very easy
Finding out whether you qualify or not	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting an application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filling in the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General comments:

We'd like to learn more about you and the child you are applying for.

43 Please tell us the child's ethnicity:

<input type="checkbox"/> White British	<input type="checkbox"/> White/black Caribbean	<input type="checkbox"/> Asian/British Asian	<input type="checkbox"/> Black/black British
<input type="checkbox"/> White Irish	<input type="checkbox"/> White/black African	<input type="checkbox"/> Indian	<input type="checkbox"/> African
<input type="checkbox"/> Traveller of Irish heritage	<input type="checkbox"/> White Asian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other white
<input type="checkbox"/> Other mixed	<input type="checkbox"/> Other black	<input type="checkbox"/> Other Asian	
<input type="text"/>			Other (please fill in)

44 Is English the child's first language?

 Yes No

45 Please tell us your ethnicity:

 White British White/black Caribbean Asian/
British Asian Black/
black British White Irish White/black African Indian African Traveller of Irish heritage White Asian Pakistani Caribbean Gypsy/Roma Bangladeshi Chinese Other white Other mixed Other black Other Asian

Other (please fill in)

i The information provided in questions 43–46 will be used for statistical purposes to see how the Home Access programme is being taken up. By completing these sections you agree to this use. Please see Part 8 of the guidance notes for more information.

Part 9: Your declaration

If you supply information or make a statement that you know is or may be untrue, we may take legal action against you and may recover any grant paid to you. We may also take legal action against anyone who helps you make a fraudulent application.

In your application for a Home Access Grant, you must make sure that you:

- answer the questions honestly and to the best of your knowledge
- use any grant you may get to pay for a Home Access package only.

If you get a Home Access Grant and computer and internet package, you must make sure that you and your family:

- use your package for any of the reasons listed in Part 9 of the guidance notes, but mainly for your children's learning
- are aware of the benefits and potential risks of using a Home Access package, and support effective and safe use of it
- understand the safety features and information you got with your package, especially how to use the parental controls and filtering features and keep them up to date
- make sure that your package is available to your child for at least the first year
- decide what you think 'appropriate use' is for your family and keep track of how the package is used
- understand the rules for using your Home Access package in other places, such as at school or public internet access points, following the rules at all times
- only use your Home Access package for legal purposes and do everything you can to make sure others can't use the package for illegal purposes.

The information provided in this application form is correct. I agree that Becta may share the information in the form with anyone appointed to check my claim and to investigate, prevent, detect and prosecute fraud.

I confirm that the information in this form is correct and complete. I agree that Becta may use my information as described in this form.

I agree that if I receive a Home Access Grant, then any computer and/or internet package I buy belongs to me, so I am responsible for making sure my children use it appropriately to support their learning. If I choose to change the safety controls or filtering, I am responsible for any consequences.

Part 10: Document checklist

You must send:

Child Benefit award letter, less than one year old and the original copy

Here is a list of what **proof** you **may** need to send in with this form. Please tick to tell us what proof you are sending with the form.

We need the **original** documents and **cannot** accept copies, except for the Application Registration Card (ARC) or Standard Acknowledgement Letter (SAL).

If you do not provide all the evidence we need, we will be unable to process your application.

We will return all proof within three weeks and we may return your documents by recorded delivery.

You may need to send one of the following proofs:

If your child is currently registered for Free School Meals you do not need to send us any additional proof. However, if your child is not registered for Free School Meals or has registered within the last term, or if they are receiving free school meals as part of the pilots in Durham, Newham and Wolverhampton, then you must supply one of the following proofs with your application. If you don't supply one of these proofs, we will not be able to process your form.

Proof of income-based Jobseeker's Allowance

Letter of entitlement from the Department for Work and Pensions, **less than one year old**

or

Proof of Income Support

Letter of entitlement from the Department for Work and Pensions, **less than one year old**

or

Proof of Child Tax Credit

Tax Credit award notice, showing you received Child Tax Credit (and not Working Tax Credit) and had a household income of less than £16,040 for the **current or last tax year**

or

Proof of income-based Employment Support Allowance

Letter of entitlement from the Department for Work and Pensions, **less than one year old**

or

Proof of Pension Credit

Letter of entitlement for Pension Credit (Guarantee Credit) from the Department for Work and Pensions, **less than one year old**

or

Application Registration Card (ARC) or a Standard Acknowledgement Letter (SAL) document for asylum seekers. You must provide an authorised copy and keep the original.

If you are applying for Assistive Technology package 2, you will also need to send:

a Statement of Special Educational Needs

or

proof of receipt of Disability Living Allowance in the name of the child.

i If you cannot provide a Statement of Special Educational Needs or proof of a Disability Living Allowance in the name of the child, please make sure your Special Educational Needs Coordinator or local authority has completed Part 5c.



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Please send your completed application form to:

**FREEPOST RSEG-BGCJ-GAAA
HAGAS
PO Box 245
Darlington
DL1 9GZ**

**Tel: 0333 200 1004*
Minicom: 0121 748 1471**

www.homeaccess.org.uk

*Calls may be monitored or recorded to maintain high levels of security and quality of service. Calls to this number cost no more than a call to a 01 or 02 number and count towards inclusive minutes in the same way as 01 and 02 calls. These rules apply to calls from any type of line including mobile, BT, other fixed line or payphone.

Next step

We will return your supporting documents within three weeks of receiving your application. You will hear whether your application has been successful or not within three weeks, if your application was complete when you sent it.

Please do not contact us within this time to check the progress of your application. If you have not heard from us three weeks after posting your form, please contact us.

**Becta
Millburn Hill Road
Science Park
Coventry
CV4 7JJ**

**Department for Children,
Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT**

**Barclaycard
Data Protection Team
Barclaycard House
1234 Pavilion Drive
Northampton
NN4 7SG**

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