

Home Access Grant Application form – Looked After Children



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

Home Access Grant funding is available for Looked After Children who meet the criteria in this form and the guidance notes. You will also need to provide the right supporting documents.

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

This application must only be used to apply on behalf of a Looked After Child as defined by the Children Act 1989.

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

This form must be completed by the designated care worker for the Looked After Child.

Please answer all the 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.

For Home Access use only

Date of pre-assessment:

Agent:

HAG URN:

Part 1: Computer needs

Home Access

The applicant can receive a grant for a computer and internet package to support the learning of Looked After Children. Please tick one of the options below to indicate which package the learner needs:

- Full package (a computer, one year's internet access, service and support)
- 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 for households who would like them to. In most cases it will not be appropriate for a Looked After Child application to be part of a group order. Please read the guidance notes to find out whether this application can be included in a group order before ticking this box.

i Please ask the learner's school or local authority education office whether they run a group ordering system. If they do, and this application for a Looked After Child can be included in the group order, ask them for their group order code. Tick the box below and enter the group order code. 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 ensure that you are happy with your buying method and that the grant you have chosen meets the learner's needs.

Part 2: About you (designated care worker)

i Please answer all the questions. Enter your name and verification number as they appear on the Social Care Council Register.

01 Name of local authority:

02 Name of designated care worker:

03 GSCC registration number:

i Please enter the number in full.

04 Date of review:

i Please give the date of the review when the decision to make a Home Access application was made.

05 Work address:

06 Postcode:

i Please give the full address, including the postcode.

Part 4: About the learner you are applying for

21 Last name or family name:

22 First or given name:

23 Middle name(s):

24 Date of birth:

25 Which school year are they in? **i** If they do not attend mainstream school, please give the year they would be in.

26 Their gender: Male Female

27 Name of school:

28 School address:

29 School postcode: **i** Please contact the school if you are unsure of the postcode.

30 If the learner has moved schools or establishments in the last 12 months, give the previous name, address and postcode:

 Postcode

i We know that Looked After Children frequently change schools. Please use your professional judgement and information on file to provide details of the school or establishment where the learner has spent the most time over the last 12 months, if this is not the current school.

Part 5: Applying for a learner with Assistive Technology needs

Only complete this section if the learner you are applying for has Assistive Technology needs. If not, please go straight to Part 6.

What is Assistive Technology?

Some learners need additional support when using a computer; in most cases these needs can be met by providing additional software programs and hardware devices, called Assistive Technology. All Home Access packages come pre-loaded with Assistive Technology software programs, including text to speech, text prediction, mind mapping and screen magnification. If you apply for Assistive Technology package 1, the learner may get an adapted mouse, an alternative keyboard or keyboard stickers.

Part 5a: Assistive Technology package 1

Please answer the following questions about the learner's circumstances so we can find out what equipment best fits their needs.

Does the learner have any difficulty using any of the following equipment?

31 Standard computer mouse:

No Yes

32 Standard size keys on a computer keyboard:

No Yes, the keys are too small Yes, the keys are too big

33 Keys on a keyboard, because of visual impairment:

No Yes

34 Other equipment we have not listed in questions 31–33:

Yes (Please go to Part 5b)
 No (Please tick the **validating the claim** box below and go to Part 6)

Validating the claim:

The information I have provided is accurate to the best of my knowledge and I understand that it may be checked.

Part 5b: Assistive Technology package 2

If the pre-loaded software and package 1 will not fully meet the learner's needs, and you think they may need alternative software or hardware, then we will need to send your application for a further check.

A special needs evaluator will contact the person named in Part 3 to discuss the learner's needs. Please tell us the best time and day of the week to call.

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

Statement of Special Educational Needs

Proof that the carer receives Disability Living Allowance for the learner

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

Part 5c: Assistive Technology further check

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

I confirm that the learner 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:

X

Print name:

Position:

Daytime telephone number:

Official school stamp or local authority code:

Part 7: About the learner and your feedback

37 How easy or hard did you find the the following:

| | very hard | quite hard | OK | quite easy | very easy |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Finding out whether the learner qualified | <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"/> |
| Filling in the application form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

We would like to learn more about the learner you are applying for.

38 Please tell us the learner's ethnicity:

| | | | |
|--|--|--|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> White and black Caribbean | <input type="checkbox"/> Asian/ British Asian | <input type="checkbox"/> Black/ black British |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> White and black African | <input type="checkbox"/> Indian | <input type="checkbox"/> African |
| <input type="checkbox"/> Traveller of Irish heritage | <input type="checkbox"/> White and 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 write) |

39 Is English the learner's first language?

Yes No

Any other comments:

Foster carer or learner 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.

I can confirm that there is no current appropriate computer and/or internet access (as applicable to this application) for this learner at the placement address, and they have not received equipment from previous programmes such as Home Access Targeted Groups or Computers for Pupils.

I can confirm that, if this application is successful, I am receiving a grant to buy equipment on behalf of the Looked After Child. The equipment will be delivered to the address given on this application, and will in the first instance belong to me as the carer/learner (as applicable to this application). However, if the Looked After Child is moved to another placement, the equipment could move with them at the discretion of the designated care worker.

While the equipment is in my possession, I am responsible for making sure it is used in an appropriate way, and to support learning. If I choose to change the safety controls or filtering, I am responsible for any consequences.

When the computer and internet package are received, the applicant must make sure that the equipment is only used for:

- homework, revision, educational games and independent research
- helping carers get more involved in the learner's education, for example by accessing schools' online reporting systems
- developing the skills of other members of the household, for example by taking courses online
- getting involved and communicating with the community, for example through email, online voice calling and video conferencing
- access to online government and local services
- financial benefit, for example by banking online or using price comparison websites.

and ensure that they:

- 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 received with the package, especially how to use the safety controls and filtering features and keep them up to date
- make sure that the package is available to the learner for at least the first year
- in partnership with the designated care worker, decide what is 'appropriate use' for the learner and keep track of how the package is used
- understand the rules for using the Home Access package in other places, such as at school or public internet access points, following the rules at all times
- only use the Home Access package for legal purposes and do everything reasonably possible to make sure others can't use the package for illegal purposes.

Part or all of the information provided will be held on computer and used by Becta and other organisations we nominate to:

- assess if the learner qualifies for a grant
- manage any grant received
- if a grant is issued, then send a Home Access Grant Card
- manage the Home Access programme
- contact you about the Home Access programme using the contact details you have provided on this application form.

If this application is successful, we will pass relevant personal information to Barclaycard so that a Home Access Grant Card can be issued to buy the package. You will also receive the details of how to use the card.

We have the right to share information with other government departments, agencies and other parties involved in the award of the grant to enable them to:

- use the information for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information laws
- allow schools and local authorities to add the application to their group ordering scheme.

We will keep the information provided on this application for three years after the end of the calendar year in which the learner may qualify for the grant, or for three years after the Home Access programme ends if this is longer.

I agree that Becta may use the information provided on this application as described previously.

Becta will remain responsible for all information provided on this application at the end of these three years and will make sure any other organisations take proper care of your details.

We would like to let the learner's school/college know if they have been awarded a grant. **If you would prefer us not to do this, please tick this box.**

We may want to contact you to hear your views on the Home Access programme. **If you would prefer us not to contact you, please tick this box.**

We may want to contact you to give you more information about the Home Access programme, learning opportunities or other similar programmes. **If you would prefer us not to contact you, please tick this box.**

i This declaration should be signed by the foster carer or the learner if they are over 16 and an applicant in their own right.

Signature of the foster carer or learner:

X

Print name:

| | | | | | | | | | | | | | | | | | | | | |

Date of signature:

D | D M | M Y | Y | Y | Y

Designated care worker 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 the foster carer. We may also take legal action against anyone who helps you make a fraudulent application.

I can confirm that the named child in this application is a Looked After Child as defined by The Children Act 1989, and is in a placement through this local authority and is not a children's home or agency placement where fees paid reflect an allowance to provide ICT access in the placement. The placement does not currently have appropriate IT equipment or internet access (or both), nor has it received equipment from previous Becta programmes, such as Home Access for Targeted Groups and Computers for Pupils.

Signature of designated care worker:

X

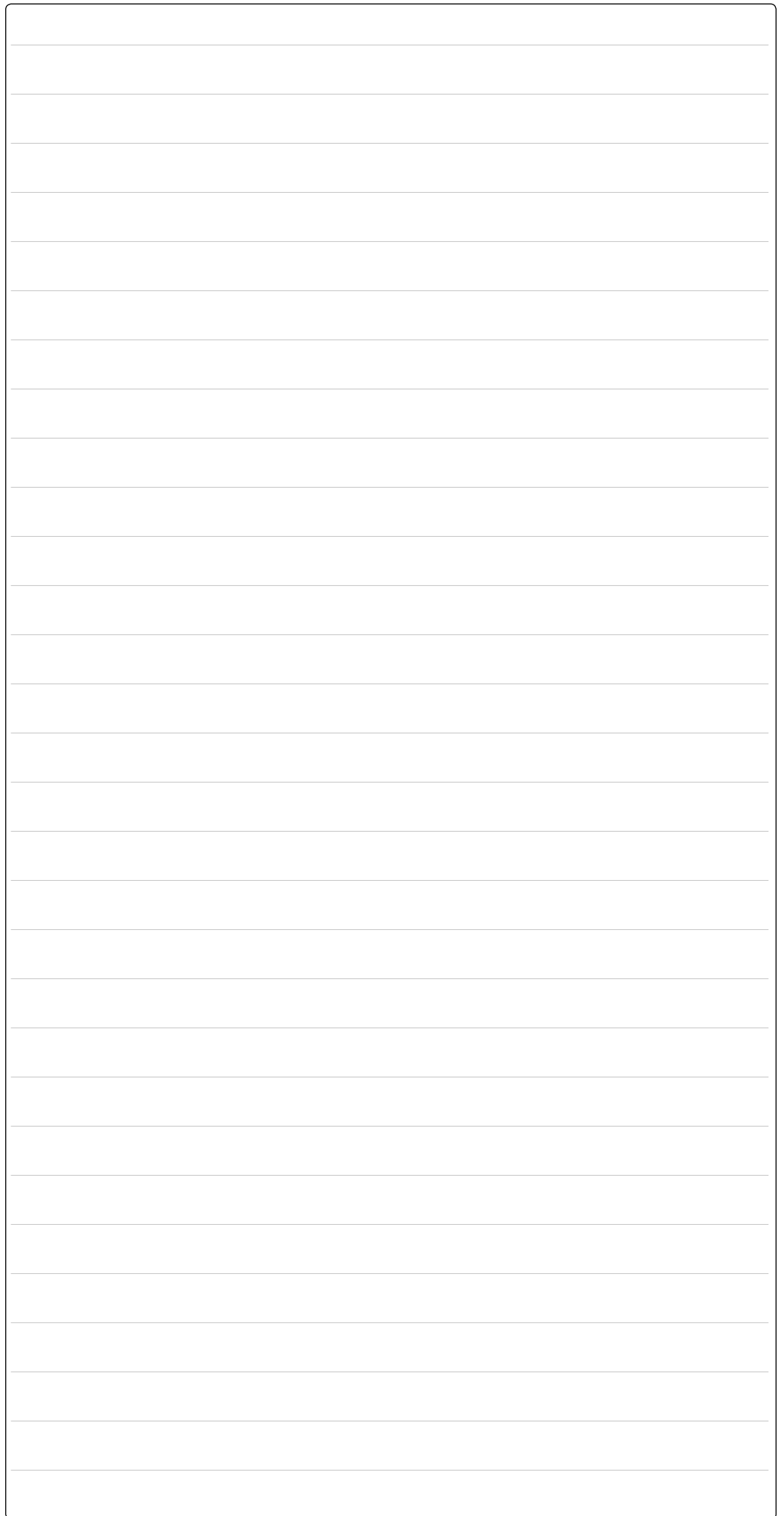
Print name:

| | | | | | | | | | | | | | | | | | | | | |

Date of signature:

D | D M | M Y | Y | Y | Y

Notes:

A large rectangular box with a thin black border, containing 25 horizontal lines for writing. The lines are evenly spaced and extend across the width of the box.

HOME ACCESS

**NEXT
GENERATION
LEARNING**

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.

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CV4 7JJ

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Schools and Families
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Great Smith Street
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