

# Home Access package

## Application form for children with **Special Educational Needs**



Does your child have difficulty using a computer because of a disability or a special educational need? If so, they may be eligible for a tailored package to help them access a computer and the internet from home. The package includes adapted equipment known as Assistive Technology.

**Packages 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 or be the foster carer of a Looked After Child (who has Special Educational Needs) as defined by the Children Act 1989.
- 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.
- You must meet the eligibility criteria in this application form.

## Introduction

The Home Access programme offers computers, internet connectivity and specially adapted equipment, known as Assistive Technology, for children with profound disabilities or Special Educational Needs. If you satisfy the eligibility criteria and the child you are applying for would benefit from the technologies such as those listed below you could receive a personalised Assistive Technology package to help your child get online for learning at home:

- Alternative equipment, such as switches, touch screens, or an adapted mouse to access the computer/internet because of a physical or learning difficulty
- Symbols or pictures software to support writing, reading or curriculum access because of a severe learning or literacy difficulty
- ‘Cause and effect’ software and associated access devices because of a severe or profound learning difficulty
- Specialist hardware or software (or both) to access screen content because of a visual impairment
- Sound amplification hardware on the computer because of a hearing impairment.

For further information please visit: <http://www.homeaccess.org.uk>

## Part 1: Are you eligible?

### Section one: Are you a parent, guardian or foster carer responsible for and living with a child... yes

...who is in school years 3 to 9, which normally means age 7–14?	<input checked="" type="checkbox"/>
...who attends a state-maintained school in England full-time?***	<input checked="" type="checkbox"/>
...who has not already had a computer from a Home Access package or any other similar programmes, such as Computers for Pupils?	<input checked="" type="checkbox"/>
...who has a Statement of Special Educational Needs/Disability Living Allowance (or your school or local authority representative can certify the child has Assistive Technology needs as detailed in the introduction above)?	<input checked="" type="checkbox"/>

### Section two: Do you receive at least one of the following? yes

Free School Meals for your child***	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input checked="" type="checkbox"/>
Income Support	<input type="checkbox"/>
Child Tax Credit but not Working Tax Credit and an income of less than £16,190 <sup>†</sup>	<input type="checkbox"/>
Guaranteed Pension Credit (not Savings Credit)	<input type="checkbox"/>
Income-based Employment Support Allowance	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>

\*\* or whose place is paid for by their local authority or the Department for Education (DfE). If you have elected to school your child at home they are ineligible for a Home Access package. However, if your child is home schooled as a result of ill health or an ongoing medical condition they may be eligible. **State-maintained schools include:** primary schools, secondary schools, middle schools, special schools, academies, city technology colleges, pupil referral units. **State-maintained schools do not include:** independent (private) schools and places at non-maintained special schools not funded by a local authority.

\*\*\* Children receiving Free School Meals under the national rules may be eligible for a Home Access package; however, children receiving free school meals as part of the pilots in Durham, Newham and Wolverhampton, or similar pilots across England, will need to provide additional supporting documents.

<sup>†</sup> If you are not sure of your income, you should check your Tax Credit Award Notice.

## Part 2: About any previous grants or funding

Please let us know if you have already received a Home Access package or a computer through a programme such as Computers for Pupils for the child you are applying for.

**i** If you tick yes to any of these questions, you may not be eligible for a package.

01 Computers for Pupils etc

Have you received a computer through Computers for Pupils or other programmes for the child you are applying for?

Yes

No

02 Previous applications for a Home Access package

Have you previously applied for a Home Access package for the child you are applying for?

Yes

No

03 Have you received a Home Access package?

If you have already applied, did you receive a Home Access package for the child you are applying for?

Yes

No

## Part 3: About you

04 Title:

Mr  Mrs  Ms  Miss  Other

05 Last name or family name:

J|O|N|E|S| | | | | | | | | | | | | | | | | | | | |

06 First or given name:

A|L|I|S|O|N| | | | | | | | | | | | | | | | | | | | |

07 Middle name(s):

J|A|Y|N|E| | | | | | | | | | | | | | | | | | | | |

**i** If you have used a different name in the past, for instance if you have just married, you need to make sure that **all the documents you send us show the name and address you are using now.**

08 Date of birth:

2|3| 1|0| 1|9|6|4|

09 Your address

**i** We will use this address to write to you. You must be living at the same address as the child you are applying for or be the foster carer of a Looked After Child (who has Special Educational Needs) as defined by the Children Act 1989.

House or flat number or house name:

6|3| |L|O|W|E|S|T|A|C|K| |C|R|O|F|T| | | | | | | | | | | |

Street name:

C|H|E|L|M|S|L|E|Y| |W|O|O|D| | | | | | | | | | | | | | | | | |

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

Town or city:

S|O|L|I|H|U|L|L| | | | | | | | | | | | | | | | | |

County:

W|E|S|T| |M|I|D|L|A|N|D|S| | | | | | | | | | | | | | | | | |

Postcode:

B|1|2| |7|Y|V|

- 10 Daytime phone number (this may be a mobile): 07800 123456 | | **i** We will need to contact you to begin evaluating the child's individual needs. If you don't give a phone number, it may take longer for us to deal with your application. If you have another number, please give this too.
- 11 Alternative phone number: 0121 606 1234
- 12 What gender are you?  Male  Female
- 13 What is your relationship to the child or young person?  Mother  Father  Guardian/foster carer
- 14 Are you a UK resident?  Yes  No **i** You can only apply for a package if you are a UK resident.
- 15 What is your nationality? BRITISH
- 16 How many children under 16 do you have in your household? 02

## Part 4: About the child you are applying for

Parents, guardians and foster carers need to fill in details about the child they are applying for. If you have more than one eligible child, use one application form for each eligible child.

- 17 Last name or family name: SMITH | | | | | | | | | | | | | | | | | | | | | |
- 18 First or given name: JOSEPH | | | | | | | | | | | | | | | | | | | | | |
- 19 Middle name(s): ANDREW | | | | | | | | | | | | | | | | | | | | | |
- 20 Date of birth: 15 03 2000
- 21 What school year are they in? 6 **i** To qualify for a Home Access package, 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: PINGLE SCHOOL | | | | | | | | | | | | | | | | | | | | | |
- 24 Address of their school: CORONATION STREET | | | | | | | | | | | | | | | | | | | | | |
- CHELMSLEY WOOD | | | | | | | | | | | | | | | | | | | | | |
- 25 Postcode of their school: B37 5HS **i** Please contact the school if you are unsure of the postcode.



**To be completed by the Special Educational Needs Coordinator/  
senior teacher or appropriate local authority representative only.**

I confirm that the child named in this application has Assistive Technology needs.

**Signature:**

X *Andrew Smith*

**Print name:**

M|R| A|N|D|R|E|W| S|M|I|T|H| | | | | | | | | | | |

**Position:**

H|E|A|D| T|E|A|C|H|E|R| | | | | | | | | | | | | | | |

**Daytime telephone  
number:**

| | | | | | | | | |

**Official school  
stamp or local  
authority code:**

**Do you have any more information that may help us evaluate the child's  
Assistive Technology needs? If so, please include it in the box below or  
using the notes pages at the back of this form.**

**Further  
information:**

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## Part 6: About the designated care worker

Please only complete this section if you are applying for a Looked After Child with Special Educational Needs.

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

27 Name of local authority: SOLIHULL MBC

28 Name of designated care worker: THE SOCIAL WORKERS NAME

29 GSCC registration number: A/1234567 **i** Please enter the number in full.

30 Date of review: 22 06 2010 **i** Please give the date of the review when the decision to make a Home Access application was made.

31 Work address: SOLIHULL COUNTY COUNCIL  
HOUSE PO BOX 18 SOLIHULL

32 Postcode: BQ11 9QS **i** Please give the full address, including the postcode.

33 Best contact number: 0121 400 6000

34 Email address: socialworker@solihull.gov.uk

35 Name of IRO chairing: SUZANNE SMITH

36 Type of review:  Care Plan review  Other

37 Type of care:  Foster household  Other

## Part 7: About your support and benefits

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

If you answer **No** to question 38 or if you first registered for Free Schools Meals **in the last school term**, you will need to send us more proof. Please go to question 39.

If you answer **Yes** to question 38, please go straight to Part 8.

Is your child receiving free school meals as part of a pilot project in Durham, Newham or Wolverhampton, or a similar pilot elsewhere in England? If so, they will be eligible for a Home Access package only if you get any of the benefits listed in questions 39-44 and can send us the supporting documents.

38 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. If not please send a letter from your child's school with this application form confirming your child receives Free School Meals.

### Other support and benefits

You only need to answer **Yes** to **one** of the questions 39-44. Please send the original document, not a photocopy, except for question 44.

**If you are a foster carer of a Looked After Child as specified in the Children Act 1989 you do not need to complete Part 8 of this form.**

The name and address you gave in Part 3 **must** match the name and address on your proof. If they do not, we'll refuse your application.

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

- 
- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| <b>39 Do you currently get income-based Jobseeker's Allowance?</b>                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>i</b> If you get this allowance, you must provide the letter of entitlement from the Department for Work and Pensions. It must be the <b>original letter</b> and <b>less than one year old</b> .  |
| <b>40 Do you currently get Income Support?</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>i</b> If you get this benefit, you must provide the letter of entitlement from the Department for Work and Pensions. It must be the <b>original letter</b> and <b>less than one year old</b> .  |
| <b>41 Do you currently get Child Tax Credit but not Working Tax Credit?</b>                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>i</b> If you get Child Tax Credit but <b>not</b> 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 £16,190 for the current tax year. It must be the <b>original notice</b> and from the <b>current or last tax year</b> .  |
| <b>42 Do you currently get income-based Employment Support Allowance?</b>                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>i</b> If you get this allowance, you must provide your letter of entitlement from the Department for Work and Pensions. It must be the <b>original letter</b> and <b>less than one year old</b> .   |
| <b>43 Do you currently get Pension Credit (Guarantee Credit but not Savings Credit)?</b>            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>i</b> If you get Pension Credit (Guarantee Credit), you must provide your letter of entitlement from the Department for Work and Pensions. It must be the <b>original letter</b> and <b>less than one year old</b> .  |
| <b>44 Are you currently receiving support under Part VI of the Immigration and Asylum Act 1999?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>i</b> If you receive support under Part VI of the Immigration and Asylum Act 1999, you must provide a <b>copy</b> of your Application Registration Card (ARC) or a <b>copy</b> of your Standard Acknowledgement Letter (SAL).<br><b>Do not send the original but ask your case worker to certify a copy by getting them to put their name, business address, telephone number and business stamp on the back of the copy.</b> |
-



**49 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting an application form	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filling in the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**General comments:**

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

**50 Please tell us the child's ethnicity:**

<input checked="" 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)

**51 Is English the child's first language?**

Yes     No

**52 Please tell us your ethnicity:**

<input checked="" 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)

**i** The information provided in questions 50-52 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.

## Part 10: 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 devices or connectivity equipment provided to you. We may also take legal action against anyone who helps you make a fraudulent application.**

In your application for a Home Access package with additional Assistive Technology, you must make sure that you:

- answer the questions honestly and to the best of your knowledge
- use any device and equipment you receive for the purposes intended.

Ownership of a Home Access package with additional Assistive Technology is dependent upon the device and any other equipment provided through the programme being made available for the child's use for a minimum of 12 months from the date it is received.

If the device and additional Assistive Technology equipment is offered for sale before the end of the 12-month period you will be considered to be in breach of the conditions you have agreed to abide by when applying for a Home Access package.

**Should the Home Access package be sold before the end of that 12-month period this will be considered to be a criminal offence and appropriate legal action will be taken.**

If you get a Home Access package with additional Assistive Technology, you must make sure that you and your family:

- use your package to support 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 package with additional Assistive Technology, then any computer and/or internet package or additional equipment I am provided with belongs to me in line with the above conditions.**

I agree that if I receive a Home Access package, then any computer, internet package or Assistive Technology equipment and software under this programme 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.

Signature:

X *Alison Jayne Jones*

Print name:

A | L | I | S | O | N | | J | A | Y | N | E | | J | O | N | E | S | | | | | | | | | |

Date of signature:

3 | 0 | | 0 | 6 | | 2 | 0 | 1 | 0 |

If someone helped you to fill in this form, please make sure the person signs here.

Signature:

X *Social Worker*

Print name:

S | O | C | I | A | L | | W | O | R | K | E | R | S | | N | A | M | E | | | | | | | | | |

Organisation or relationship to applicant:

S | O | L | I | H | U | L | L | | C | O | U | N | T | Y | | C | O | U | N | C | I | L | | | | | | | | | |

Date of signature:

3 | 0 | | 0 | 6 | | 2 | 0 | 1 | 0 |

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

- assess if you qualify for a package
- manage any package you receive
- manage the Home Access programme
- contact you about the Home Access programme using the contact details you have provided on this form.

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

- check your application against information they already hold for you and your family about Free School Meals and the school or college that the child attends
- prevent fraud and misuse of public funds, and coordinate the processing of applications
- use the information for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information laws.

We will keep the information you give for three years after the end of the calendar year in which the child may qualify for the package, or for three years after the Home Access programme ends if this is longer.

We will remain responsible for your information 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 your child's school know if you are awarded a package.  
**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.**

## Part 11: Document checklist

### You must send:



**a Statement of Special Educational Needs** in the name of the child and their current home address.

or



**proof of receipt of Disability Living Allowance** in the name of the child and their current home address.

**i** If you cannot provide either of them, please make sure your Special Educational Needs Coordinator/senior teacher or an appropriate local authority representative has completed Part 5.

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Here is a list of the **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.**

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### 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 extra proof.** However, if your child is not registered for Free School Meals or has registered in the last term, or if they get free school meals as part of the pilot projects in Durham, Newham and Wolverhampton, or similar pilots across England, then you must supply one of the following proofs with your application. If you don't, 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. It must be the **original letter** and **less than one year old**

or



**Proof of Income Support**

Letter of entitlement from the Department for Work and Pensions. It must be the **original letter** and **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 £16,190 for the **current tax year**. It must be the **original notice** and from the **current or last tax year**

or



**Proof of income-based Employment Support Allowance**

Letter of entitlement from the Department for Work and Pensions. It must be the **original letter** and **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. It must be the **original letter** and **less than one year old**

or



**Application Registration Card (ARC)** or a **Standard Acknowledgement Letter (SAL)** document for asylum seekers. **Do not send the original. Instead, ask your case worker to certify a copy by getting them to put their name, business address, telephone number and business stamp on the back of the copy.**

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**If your application is not successful, we will send you a letter explaining why.**





**HOME ACCESS**

**NEXT  
GENERATION  
LEARNING**

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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](http://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 an 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.

Information contained in this document is accurate for the tax year 2010/11.

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**Next step**

We will return your supporting documents within three weeks of receiving your application. If your child is eligible, you will be contacted directly so that we can begin the evaluation process. Once evaluation is complete your Home Access package with tailored Assistive Technology will be delivered direct to your door.

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.

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Becta  
Millburn Hill Road  
Science Park  
Coventry  
CV4 7JJ

Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

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**Becta** leading  
next generation  
learning