

Instrumental & Vocal Tuition Subsidy Request Form Academic Year – 2025-26

Quick Guide – for schools and organisations

Subsidy Calculator can be found [here](#). Online subsidy request form can be found [here](#) to help you before you start the form, please do look at this so you have the information to hand.

The deadlines to ensure your requests are ready for the academic year 2025-26 are:

1st July 2025 & 22nd September 2025

For schools wishing to claim for pupils who are continuing from previous years support, request received after 22nd September cannot be guaranteed.

Information required to complete a request

Information required to submit Subsidy request form:

- ⇒ Name/s of Associate Provider/s
- ⇒ Hourly rate of Associate Provider/s
- ⇒ Instrument taught by the Associate Provider/s
- ⇒ Number of sessions delivered by Associate Provider/s throughout or remaining academic year
- ⇒ Number of pupils eligible for each category
- ⇒ Length of time the pupil has the session for
- ⇒ How many years of support any continuing pupils have had from the Hub

General eligibility

The tutor **MUST** be an Associate of Swindon Music Service. This can be found [here](#)

If a Provider charges more than £40 the subsidy will not increase – it will remain at a max of X% of £40.

The tutor must be being paid between £29.10 and £40 an hour. This is not to include a school's admin fee, if there is one.

We *suggest* an Associate is paid the equivalent of £35.93 - £40 per hour

Sessions are not able to be compressed (or doubled up), and we expect the spread to happen over a full academic year. (e.g. 1 session a week)

Requests cannot be retrospective - amendments may be accepted where exact numbers could not be clarified when making the request.

A pupil can only be supported to learn with **ONE** Associate Tutor per academic year, and **NOT** with a number of tutors in the same or different schools. Should the pupil be learning with a

few Associate tutors in the same school, the school must coordinate with the pupil, parent/s and Associate/s on how the funds will be used.

Term 5 and 6 ONLY

If you are looking to apply for pupils to start learning with an Associate for Term 5 and 6, then all the above terms and conditions apply.

IMPORTANT: In the event of school closures.

If we agree to subsidise your pupils' tuition, then we expect your school to have plans for and agreements with our Associates to teach pupils online as a backup should further school closures be required. If this is not possible for any reason, you just tell us.

If for some reason subsidised tuition has to be postponed or cancelled and cannot be delivered online, rescheduled / caught up with, we may require that the school(s) return the appropriate portion of the subsidy to us and will suggest that they consider paying the Associate the balance.

Eligibility and Categories

Continued support for pupils already in the 'system'.

- No changes for pupils continuing from previous years - so if a pupil receives 70% in academic year 2024-25, schools can request it again in 2025-26. However, we will not be exceeding our caps (see below) and that does include cost of continuing pupils.
- Schools must get requests in for pupils continuing by the end of Sept 2025 to guarantee funding.
- It is important to correctly monitor which will be going into their 2nd, 3rd, 4th, 5th or 6th years of subsidy from the Hub and show this in requests

Pupils needing support for the first time.

In line with what we inherited from Wiltshire Music Connect, we will not be accepting requests from schools for new pupils the 'other vulnerable' categories which historically were entitled to 40% funding. Pupils who are already in the system (Continuers) may be accepted.

We will only be able to support **new** Service Family Premium pupils where they are **also** eligible for SEND support, Free School Meals/Pupils premium or a Looked After Child.

Pupils who are eligible for other categories are not yet affected this coming year but may see a reduction in funding in subsequent years.

Pupils continuing to receive support (Continuers) from the scheme.

We are committed to supporting pupils already in the 'system' and will be prioritising funding these pupils when considering requests for support.

We will also not be exceeding our caps for schools (see below). Therefore, if the number of continuing pupils requested by schools is near of exceeding the cap, then the school should expect us to decline any additional requests from the 'New Starters'. This will include Term 5 and 6 Scheme.

Capping

Whilst we consult and continue to explore further ways of controlling the cost of this scheme, we will not be exceeding the caps for school as outlined below:

- **Primary schools** - any schools requesting support which totals over £2,000 will be declined. We will expect schools to prioritise continuous pupils.
- **Secondary schools** - any schools requesting support which totals over £4,000 will be declined. We will expect schools to prioritise continuing pupils.
- **Special schools** - We will deal with Special Schools to support these schools more widely - Contact us [HERE](#)

Academic Year

For an academic year the model:

- Requires schools to register their intention to request subsidies
- Requires schools to provide their own funds as match towards our subsidise
- Divides our available funds proportionately between registered schools based on levels of disadvantage within those schools
- Recognises the importance of sustaining participation for those who have been subsidised in previous years (Continuers). Schools' Commitment

Schools' Commitment

All schools receiving subsidies for instrumental or vocal tuition and / or / Whole Class Ensemble Tuition (First Access) will, be required to engage with Cluster Coordinators and any of our wider team. Funding will be withheld until this has been confirmed.

We also need to emphasise the importance of auditability to schools as we have been given hints by government.

The Hub has a limited budget for tuition subsidy, and therefore once the Hub's allocated funds are used further applications maybe declined from schools.

	Subsidy	Eligibility – click link to check criteria
Pupil Premium (PP)	70%	Pupil Premium
Free School Meals (FSM)	70%	Free School Meals
Special Educational Needs and Disability (SEND)	70%	Special Educational Needs and disability code of practice We do not require proof of a pupils SEN/D. if a child has a diagnosis of END, this is enough for us. No EHCP is required.
Looked After Children (LAC)	100% (50% from Virtual School is released to the school directly, schools are requesting the remaining 50% from the Hub)	

Hearing back about your request

We will acknowledge receipt of request via email, with a link to amend the request should you need it.

Approvals and email feedback are scheduled to week following the deadlines. Should your request be above the capping amount, one of the Hub team will contact you to discuss this ASAP.

After the final deadline, requests are approved on a monthly basis.

Making amendments

You will be emailed with confirmation of your request on completion, should you need any further support, please contact Peter Clark pclark@smscio.co.uk