



East Lothian
Council

**APPLICATION FORM
AND GUIDANCE NOTES
FOR**

**SCHOOL CLOTHING GRANTS
AND
FREE SCHOOL MEALS**

EDUCATION BUSINESS UNIT

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Versions of this leaflet
are available on
request on audiotape,
in Braille or in your
own language.
☎ 01620 827199

NOTES OF GUIDANCE FOR SCHOOL CLOTHING GRANT APPLICANTS:

School Clothing Grants will be granted only to pupils attending schools under East Lothian Council's management, whose parents are in receipt of:

- **Income Support**
- **Income Based Job Seeker's Allowance or**
- **Employment Support Allowance (income related)**

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim a School Clothing Grant for yourself. Recorded children with Additional Support Needs, resident in East Lothian and attending a school outwith the Authority, are eligible if the parent/guardian meets the qualifying criteria.

If you have a child who has reached their statutory school leaving date and is staying on at school into 5th and 6th year they may be eligible for an Education Maintenance Allowance (EMA), therefore you will not be entitled to a School Clothing Grant for that child.

If you do not receive any of these benefits or are in receipt of Universal Credit, you may still qualify for a School Clothing Grant due to exceptional personal circumstances. In such a case, you should give reasons for your application on Page 4, under 'Other Information'. An Officer from the Education Department will then assess your claim.

If you receive housing and council tax benefits we can use information from our benefits records to confirm your eligibility. This means that if you cannot provide sufficient benefit evidence we can check against records already held by East Lothian Council. By signing the declaration on page 4, you are giving your consent to information being shared.

NOTES OF GUIDANCE FOR FREE SCHOOL MEAL APPLICANTS:

Free School Meals will be granted only to pupils attending schools under East Lothian Council's Management, whose parents are in receipt of

- Income Support
- Income Based Job Seekers Allowance
- Employment Support Allowance (income related)
- Child Tax Credit but **NOT** Working Tax Credit with an annual income less than £16,105
- Child Tax Credit **AND** Working Tax Credit with an annual income less than £6,420.
- Universal Credit where your monthly earned income does not exceed £610. **(please note that a copy of your Online Journal Statement must be provided with this application)**

Please note that you **MUST** provide your **FULL** Child Tax Credit Award Notice if you are only applying for Free School Meals, under the Child Tax Credit rule.

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim Free School Meals. You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999. The person making the claim must be the person in receipt of the benefit.

NOTES OF GUIDANCE FOR ALL APPLICANTS:

Completed forms may be taken or sent, together with a **FULL** copy of your most recent benefit award letter (*Bank Statements are NOT acceptable*), to your child's school or local authority office. Please note your Award letter must be dated within 6 months of this application. If you take your form and benefit award letter to a school, the details will be checked and the documents returned to you immediately. One application form is sufficient for all children in the family. The person making the claim must be the person in receipt of the benefit.

A large number of applications are received each year and are processed as quickly as possible in order of receipt. It takes approximately 28 days from receipt of application to the arrival of the award letter. Between June and September (our peak period) it may take a little longer, please allow this time. If you have not received your award letter after 28 days, please contact the telephone number shown on the front page.

APPLICATION FORM

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

I am applying for (please tick one or both):

- Free School Meals**
- School Clothing Grant**

To receive Free School Meals you <u>must</u> be in receipt of one of the following: <i>(please tick the benefit you receive)</i>		To receive a Clothing Grant you <u>must</u> be in receipt of one of the following: <i>(please tick)</i>	
<input type="checkbox"/>	Income Support	<input type="checkbox"/>	Income Support
<input type="checkbox"/>	Income Based Job Seekers Allowance	<input type="checkbox"/>	Income Base Job Seekers Allowance
<input type="checkbox"/>	Employment & Support Allowance (income related)	<input type="checkbox"/>	Employment & Support Allowance (income related)
<input type="checkbox"/>	Child Tax Credit (but NOT Working Tax Credit) with an Annual Income Less Than £16,105	<input type="checkbox"/>	You may be entitled to a clothing grant if you are in receipt of Universal Credit (a copy of your online journal statement must be provided with your application)
<input type="checkbox"/>	Child Tax Credit AND Working Tax Credit with an annual income less than £6,420		
<input type="checkbox"/>	Universal Credit Universal Credit where your monthly earned income does not exceed £610 . (a copy of your online journal statement must be provided with your application)		
<input type="checkbox"/>	You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration & Asylum Act 1999		

All applicants should complete the following:

National Insurance Number:						
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Yourself (Name of person in receipt of benefit i.e. person Award Letter is addressed to)		
Surname	First Name	Address:
		Post Code: Telephone Number:
Your Partner		
Surname	First Name	

Child Details (details of children you are applying for – children from Primary 1 onwards)			
Surname	First Name	Date of Birth	School

CLOTHING GRANT – ADDITIONAL INFORMATION

Although you do not receive any of the above benefits *exceptionally* you may still qualify for a Clothing Grant only. Please give reasons for your application in the space below and make sure you have given your National Insurance Number on page 2 of this application.

(If you are in receipt of Working Tax Credit, you will not qualify for a Clothing Grant)

1. Has your family moved into East Lothian within the last 12 months?

No Yes (If yes please specify from which Local Authority below)

2. If so from which Local Authority?

CLOTHING GRANT – PAYMENT DETAILS

To process your claim, you are required to provide Payment Details of a Bank Account. If this is not possible, we can arrange for payment to be made to a third party Bank Account, perhaps a friend or member of your family. *(Clothing Grants will be paid into a Bank Account only)*

Bank Name:

Name of Account Holder(s):

Bank Address:

Account No (8 digits):

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Sort Code (6 digits):

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Declaration

I declare the above information is true and complete. *(This must be the person in receipt of the benefit)*. I understand that it is my responsibility to notify East Lothian Council of any changes in my financial circumstances immediately.

I understand that if I am in receipt of Housing/Council Tax Benefit from East Lothian Council, benefit records may be checked to verify my eligibility for a grant.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with the Benefits and Council Tax Department within East Lothian Council.

Signature: _____

Date: _____

By signing this form you are giving your consent for this information to be stored both manually and electronically. All information is held in compliance with the Data Protection Act 1998.