



Application Form: Clothing Grant / Free School Meals 2018/19

It is important that you read the guidance notes and complete both sides of the application form. You must provide us with your bank or building society details. **No clothing grant will be paid if this information is not provided.**

About You:

Title	
Surname	
First Name(s)	
Your National Insurance Number	
Your Date of Birth	
Telephone Number	

Full Address & Post Code

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About Your Children: Please list names of each child, their date of birth, and the school they attend

Child's Surname	Child's First Name(s)	Date of Birth	School to be attended in 2018/19	Previous School (if changing schools)

About Your Income: You must supply proof

Note: if you are applying for tax credits and have not yet received a Tax Credit Award Notice, instead of ticking please put A in the box next to the appropriate tax credit.

Benefit Received	Acceptable Evidence (Note: evidence must be recent and show that claim is current)	Please Tick	Entitlement
Income Support	Letter of confirmation from DWP OR Job Centre Plus Stamp	<input type="checkbox"/>	Clothing Grant & Free School Meals
Employment and Support Allowance	Letter of confirmation from DWP OR Job Centre Plus Stamp	<input type="checkbox"/>	Clothing Grant & Free School Meals
Income Based Job Seekers Allowance	Letter of confirmation from DWP OR Job Centre Plus Stamp	<input type="checkbox"/>	Clothing Grant & Free School Meals
Support under Part V1 of the Immigration Asylum Act 1999	Letter of confirmation	<input type="checkbox"/>	Clothing Grant & Free School Meals
Child Tax Credit but no Working Tax Credit with an annual income below £16,105 (£20,000 – Clothing Grant Only)	Latest Tax Credits Award Notice	<input type="checkbox"/>	Clothing Grant & Free School Meals
Child Tax Credit and Working Tax Credit with an annual income between £6,600 and £20,000	Latest Tax Credits Award Notice	<input type="checkbox"/>	Clothing Grant only
Child Tax Credit and Working Tax Credit with an annual income below £6,600	Latest Tax Credits Award Notice	<input type="checkbox"/>	Clothing Grant & Free School Meals
Universal Credit (with a monthly earned income of not more than £610)	Letter of confirmation from DWP OR Job Centre Plus Stamp	<input type="checkbox"/>	Clothing Grant & Free School Meals

	Income as assessed by HMRC £.....	Date
Declaration		
I declare that the information provided to Comhairle nan Eilean Siar is correct and complete. I understand that if I provide information that is incorrect or incomplete, action may be taken against me		Job Centre Plus Stamp
I understand that Comhairle nan Eilean Siar may check the information I have given on this form.		

Singed (Parent/Carer).....
 Date.....

BANK ACCOUNT DETAILS

School Clothing Grant will only be provided in the form of a BANK TRANSFER (BACS), so you need to give us details of a bank or building society account. We **cannot** make payments directly into **Post Office** accounts.

Name of bank / building society

Name of Account Holder

Sort Code (6 digits)

Account Number (8 digits)

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Roll / reference number (building society accounts only)

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Note - account number does not always appear on your bank card, if this is the case, please check a recent bank statement or contact your local branch.

Whose name is the account in?	In the Names of You and Your Partner	<input type="checkbox"/>
In Your Name	<input type="checkbox"/> In the Name of the Person Acting on Your Behalf	<input type="checkbox"/>
In the name of Your Partner	<input type="checkbox"/> In the Names of You and the Person Acting on Your Behalf	<input type="checkbox"/>

I agree to have my payment being paid directly into the account I have chosen.

The claimant requires to ensure that the sort code and account number is accurate as by signing this application the claimant confirms that Comhairle nan Eilean Siar will not be liable to recompense the claimant for any payment not received in the intended bank/building society account due to an error in the information provided by the claimant.

Signed _____ Date _____

Additional Notes

If you require assistance in completing your form, please contact the Resources Section, Department of Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW (01851 822729)

Data Protection Privacy Notice

Comhairle nan Eilean Siar will use the personal data which you have provided in this form for the following purposes:

- To process your claim
- To verify the accuracy of the data and your eligibility for Free School Meals and/or a Clothing Grant
- To provide education and functions associated with education
- For fraud prevention
- For audit (internal and external) and debt collection
- For statistical analysis

This use of your personal data is necessary in order for the Comhairle to deal with your application, to carry out its public functions in the public interest and to comply with its legal obligations. The Comhairle will hold your data securely and will share it only with those organisations which require to have it for any of the purposes set out above. Your data will be kept for the duration of the application or grant and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy.

You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly.

The Comhairle's Data Protection Officer is Tim Langley (tel: 01851 822 604, email: tim.langley@cne-siar.gov.uk).

*****OFFICE USE ONLY *****

SGG Amount	£	Ref No:	Input by / Date	Approved by/ Date
FSM Approved	Yes/No		/ /	/ /

Guidance

If your child attends a school under the authority of Comhairle nan Eilean Siar, you may be entitled to Free School Meals and / or a Clothing Grant. You can check your benefits and how they affect your application on the table below.

Staff in the Resources Section in the Department of Education and Children's Services will check over your application and supporting documents. Once all necessary information has been provided, we will be able to process your application.

Benefit you receive	Are you entitled to free school meals?	Evidence required	Are you entitled to a school clothing grant?	Evidence required
Income Support (inc. children who receive this in their own right)	Yes	Recent DWP award letter which shows current entitlement to this benefit	Yes	Recent DWP award letter which shows current entitlement to this benefit
Employment and Support Allowance (ESA)	Yes	Recent DWP award letter which shows current entitlement to this benefit	Yes	Recent DWP award letter which shows current entitlement to this benefit
Income Based Job Seekers Allowance (inc. children who receive this in their own right)	Yes	Recent DWP award letter which shows current entitlement to this benefit	Yes	Recent DWP award letter which shows current entitlement to this benefit
Contribution Based Job Seekers Allowance	No	N/A	No	N/A
Support under Part V1 of the Immigration Asylum Act 1999	Yes	Confirmation Letter/Home Office	Yes	Confirmation Letter/Home Office
Child Tax Credit but no Working Tax Credit with an annual income below £16,105 (£20,000 – <i>Clothing Grant Only</i>)	Yes	Recent current Tax Credit Award Notice which shows entitlement to this	Yes	Recent current Tax Credit Award Notice which shows entitlement to this
Child Tax Credit and Working Tax Credit with an annual income between £6,600 and £20,000	No	N/A	Yes	Recent current Tax Credit Award Notice which shows entitlement to this
Child Tax Credit and Working Tax Credit with an annual income (as assessed by the Inland Revenue) below £6,600	Yes	Recent current Tax Credit Award Notice which shows entitlement to this	Yes	Recent current Tax Credit Award Notice which shows entitlement to this
Universal Credit with a monthly threshold of £610 or below	Yes	Recent DWP award letter which shows current entitlement to this benefit	Yes	Recent DWP award letter which shows current entitlement to this benefit

PLEASE NOTE:

As evidence of Income Support, ESA, Job Seekers or Universal Credit, you may also take the form to Job Centre Plus and have the appropriate benefit ticked and stamped.

Application Guidance

During April to October, we receive a large number of forms and therefore it may take up to 4 weeks to process your application. During this time, we would ask that you do not call us to check on the progress of your application.

Applications During the School Year

You may submit an application at any time throughout the school year. Process of application will follow the same format as those applying in April.

Applications will be accepted from April. Payments will be made from the start of May onwards.

The Clothing Grant Payment will be made by BACS payment (directly into your bank/building society account).

Only one Clothing Grant will be paid for any pupil during the financial year.

Automatic Entitlement

All Primary 1-3 pupils are automatically entitled to Free School Meals. However, to enable Comhairle nan Eilean Siar to provide accurate statistics for future funding bids we would encourage all families with Primary 1-3 pupils who believe they may be eligible to apply. Although there will be no financial benefit initially, it may help us apply for additional funding in the future

Nursery Children

To apply for free school meals for a child or children in nursery, please ask for and complete a Free School Meals for Nursery Children Form. These can be obtained from the Resources Section, Department of Education and Children's Services.

Schools Using Cashless Catering

Children at these schools who are eligible for free school meals will have the cost of a free school meal credited to their account each day. Any remaining credit does not carry forward each day.

Please Note:

We cannot pay Clothing Grants after the end of the financial year, so all applications for clothing grants must be in by 31st March. Free School Meal applications can still be accepted after this date for the remainder of the academic year.

Change of Circumstances

It is your responsibility to notify us of any changes as this could affect your entitlement.

IMPORTANT NOTES:

- Applications received after 1st of August may not be processed in time for the start of the school term
- We are unable to backdate late or incomplete applications
- One application form is suitable for all children in your family, even if they attend different schools.
- Assistance with school clothing is only awarded **ONCE** per financial year.
- Assistance with school clothing is **NOT** available to nursery school pupils
- For queries you may have please contact in writing Education Resources Section, Education & Children's Services, Sandwick Road, Stornoway, HS1 2BW or by telephone on 01851 822729