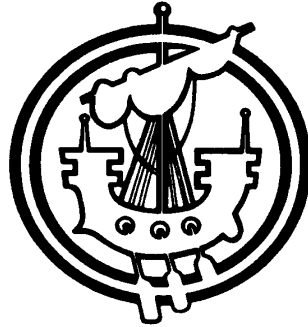


COMHAIRLE NAN EILEAN SIAR

DEPARTMENT OF EDUCATION AND CHILDREN'S SERVICES



APPLICATION FORM

FREE SCHOOL MEALS

ASSISTANCE WITH SCHOOL CLOTHING

2017/18

Office Use Only:

Parent Notified	School Notified	Change of Circumstances	Second Checked
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Signature:		Date:	
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Confidential

Notes of Guidance – Please read the guidance notes below before submitting your application:

ASSISTANCE WITH SCHOOL CLOTHING

Under Section 54 of the Education (Scotland) Act 1980, Comhairle Nan Eilean Siar must ensure that no child, attending a school under their management, is unable to take advantage of the education provided because of the inadequacy of their clothing. The Comhairle has, therefore, made provision to assist with the purchase of essential clothing where the child's education is affected by lack of essential items.

Comhairle Nan Eilean Siar has adopted as Council policy the following procedures in relation to the assessment of clothing grant applications:

1. The Comhairle will provide application forms so that a parent/guardian can make a claim for assistance with the purchase of school clothing.
2. Receipt of this application will bring to the Comhairle's attention that a pupil is unable to take full advantage of the education being provided due to the inadequacy of his clothing.
3. The Comhairle has set financial criteria for eligibility for the grant, namely receipt by the parent of:
 - 1 Children of families who receive Income Support
 - 2 Children of families who receive Employment and Support Allowance (ESA)
 - 3 Children of families who receive Income Based Job Seekers Allowance
 - 4 Children of families who receive Child Tax Credit and Working Tax Credit with an income below £16,105.
 - 5 Universal Credit.
4. If a family's income is derived from any of these benefits, the Comhairle will accept the parent's assertion of need for financial assistance and will provide a clothing grant **once** in each financial year (1 April – 31 March) on the basis that their level of income is indicative of the likelihood of need.
5. If a parent/guardian wishes to make a **second** application for financial assistance, in the same financial year, the parent/guardian must provide evidence that their child is unable to take advantage of the education provided due to the inadequacy of their clothing. The parent/guardian may wish to enlist the help of their child's Head Teacher, a Health Visitor or Social Worker in this situation.
6. The Comhairle will also make clothing grants to the children of widows whose income is less than or equal to the income they would receive if they were to be eligible Income Support.
7. The Comhairle will also accept application for financial assistance from parents (other than widows) who are not receiving these benefits but whose income is less than or equal to that which they would receive if they were eligible for Income Support. **The onus of satisfying the Comhairle that this is likely to be the case is placed on the applicant.** If you are in this situation, please submit your application with a covering letter containing the relevant information.
8. The Comhairle has provided an appeal mechanism where the parent/guardian does not qualify for or has already received a grant. Parents/guardians also have the right to appeal against the level of grant that has been awarded to ensure that their child is adequately and suitably clad to take advantage of the education provided.
9. The Comhairle will provide a clothing grant for pupils, as long as they have attained the statutory age for school entry, are ordinarily resident in the Western Isles and have enrolled in a school in the Western Isles. Pupils who do not attain the age of five years until after they start school will not be eligible for a clothing grant until the end of July/beginning of August of the year in which they start school.

FREE SCHOOL MEALS

Free School Meals are granted to children from families on the following basis:

1. Children of families who receive Income Support.
2. Children of families who receive Employment and Support Allowance (ESA).
3. Children of families who receive Income Based Job Seekers' Allowance.
4. Children of families who receive support under Part V1 of the Immigration and Asylum Act 1999.
5. Children who receive Income Support or Income Based Job Seekers' Allowance in their own right.
6. Children of families who receive Child Tax Credit but do not receive a Working Tax Credit and who have an annual income (as assessed by the Inland Revenue) of below £16,105.
7. Children of families who receive Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit set by the UK Government as £6,420.
8. Universal Credit with a monthly threshold of £500 or below.

PLEASE NOTE THAT ENTITLEMENT TO FREE MEALS CANNOT BE BACKDATED.

Part A; - to be completed by applicant: PLEASE USE BLOCK CAPITALS

Grant Applied for: (Please ✓)	Clothing Grant		Free School Meals	
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1	What is your title? (Please ✓)	Mr		Miss		Mrs		Ms	
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2	Name:	
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3	What is your date of Birth?	
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4	Please give your current home address:	
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5	Relationship to Child/Children eg. (Parent/Guardian)	
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6	What is your: Telephone no? Email Address?	
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7	What is your National Ins No:	
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8	Bank Details: Name and Address of Bank: Sort Code: Account Number (8 digits):	
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All Children in P1-3 are automatically entitled to Free School Meals without the need to fill in this form. However you should complete the form if you are applying for Assistance with School Clothing.

Part B; Children for whom application is made:

Name	Date of Birth	School	Class	Office Use Only
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Part C; Assessment- (Please note that):

Applicants who provide Tax Credit Award Notices (TCAN) supplied by the Inland Revenue, after having their income assessed for tax credits for the relevant tax year (the relevant tax year will be the last complete tax year before the date of application for assistance), **will not be required to complete any other section**

The TCAN will contain a statement of income as assessed by the Inland Revenue. This figure will form the income used for assessment purposes.

You must send us a copy of Tax Credit Award Notice to support your application.

Are you in receipt of: (Please ✓)

<input type="checkbox"/>	Income Support:	<input type="checkbox"/>
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<input type="checkbox"/>	Job Seekers Allowance Income Based:	<input type="checkbox"/>
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<input type="checkbox"/>	Universal Credit:	<input type="checkbox"/>
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<input type="checkbox"/>	Other: (Please state)	<input type="checkbox"/>
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Evidence of receipt of any of the above benefits is required before any assistance can be provided. Please forward a copy of your benefit award letter with this application. Under no circumstances will Comhairle nan Eilean Siar make contact with Benefits Agencies to establish benefit entitlement.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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When completed, this form should be returned, in an envelope marked CONFIDENTIAL, to Catriona Maciver, Department of Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, HS1 2BW.

DATA PROTECTION ACT 1998

The information which you have given will be used to assess your application and will be held securely in compliance with the terms and conditions of the Data Protection Act 1998. It may be disclosed to the Comhairle's internal or external auditors.