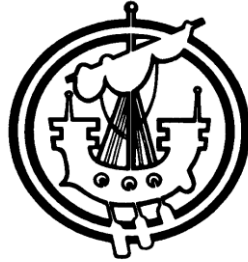


COMHAIRLE NAN EILEAN SIAR

DEPARTMENT OF EDUCATION, SKILLS AND CHILDREN'S SERVICES



APPLICATION FORM

FREE SCHOOL MEALS

ASSISTANCE WITH SCHOOL CLOTHING

2019/20

Office Use Only:

Parent Notified	School Notified	Change of Circumstances	Second Checked
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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) income related.
 - 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 £20,000.
 - 5 Universal Credit (where the monthly earned income does not exceed £610).
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 £6,900.
8. Universal Credit with a monthly earned income of not more than £610.

PLEASE NOTE THAT ENTITLEMENT TO FREE MEALS CANNOT BE BACKDATED.

Part A; Children for whom application is made:

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 names of all children for whom you are applying for Assistance with School Clothing.

Name	Date of Birth	School	Class	Office Use Only

Part B; 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"/>
<input type="checkbox"/>	Job Seekers Allowance Income Based:	<input type="checkbox"/>
<input type="checkbox"/>	Universal Credit:	<input type="checkbox"/>
<input type="checkbox"/>	Other: (Please state)	<input type="checkbox"/>

PLEASE NOTE:

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.

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

Part C; - 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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***Must be completed, Email address is for remittance advices**

Signature:		Date:	
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When completed, this form should be returned, in an envelope marked CONFIDENTIAL, to Catriona Maciver, Department of Education, Skills 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.

BANK ACCOUNT DETAILS

School Clothing Grants 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 Account Holder

Sort Code (6 digits)

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Account Number (8 digits)

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Whose name is the account in?

In the names of you and your partner

In your name

In the name of the person acting on your behalf

In the name of your partner

In the names of you and the person acting on your behalf

I agree to have my payment 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.

Additional Notes

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

Data Protection Act

The Council is under obligation to manage funds properly. Accordingly, the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of council tax and to improve the uptake of benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations which handle public funds.

The information you supply shall be used for the purposes of assessment, award, payment, and where necessary, recovery of the FSM/CG and we will provide information to the Scottish Government, all in accordance with their requirements.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties or give information to them to check the accuracy of information to prevent or detect

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, Skills 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.

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, Skills 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 for FSM
- 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 Resources Section, Education, Skills and Children's Services, Sandwick Road, Stornoway, HS1 2BW or by telephone on 01851 822729

ANY ADDITIONAL INFORMATION