

(ENTER COUNCIL NAME HERE)

## Application for School Clothing Grant

**Important:** The information you have provided on this form will be regarded as private and confidential. However, we must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

### PART 1 - DETAILS OF PARENTS/GUARDIANS

- a) Are you a one-parent family?      Yes       No       please tick
- b) Name(s) of Parent(s) or Guardian(s) who have parental responsibility for the children included on this form. Please state relationship (Mother, Father, Grandparent, Legal Guardian etc.).

Surname	First Name(s)	Relationship	(Mr, Mrs, Ms)

- c) Home Address:
- Postcode:

Home Telephone Number:

Has your address changed since you last applied? If so, please write your old address here:

### PART 2 - DETAILS OF CHILDREN IN THE FAMILY

Please include, in the boxes below, details of all dependent children who are living with you, who are:-

- \* under school leaving age;
- or \* above school leaving age but in full-time attendance at school or college, and for whom you receive child benefit

Names of Children	Male/ Female	Date of Birth	Name of School/College

FOR OFFICE USE ONLY	
Claim Ref No.	Voucher Ref No.

more questions on the back of the form

### FOR OFFICE USE ONLY: COMPUTER DATA ENTRY RECORD

	Initials	Date		Initials	Date
Pupil details checked/entered	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Eligibility Confirmed	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Claim Authorised on SIMS	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Vouchers Issued (see above)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

**PART 3 - DETAILS OF FAMILY INCOME**

- a) Are you receiving **Income Support**? Yes  No
- b) Are you receiving **Income Based JSA**? Yes  No
- Please state National Insurance Number and ask your benefit office to stamp and initial the box where shown
- c) Are you receiving **Child Tax Credit**? Yes  No
- d) Are you receiving **Working Tax Credit**? Yes  No
- e) Is your income less than £13230.00 as calculated by the **Inland Revenue**? Yes  No

**BENEFIT AGENCY CONFIRMATION**

OFFICIAL STAMP INITIALS.....

**If yes to all questions you qualify for School Clothing Grant. Please provide a copy of Tax Credit Award Notice.**

**Part 4 If your income is more than £13230.00, you may qualify for a School Clothing Grant.**

**Please complete Income and Expenses Details**

**Weekly Income**

- Gross Income from employment or self employment
- Father or Guardian (please provide proof of income).....
- Mother or Guardian (please provide proof of income).....
- Child Benefit .....
- Pensions (please state source and type of pension) .....
- Maintenance Allowances or payments under court order .....
- Any other income (please specify).....

**Total Weekly Income**

**Expenses**

(please state whether amounts declared are weekly, monthly or yearly)

- Income Tax .....
- National Insurance Contributions.....
- Superannuation Contributions .....
- Trade Union Subscription .....
- Life Insurance Premiums.....
- Rent or Mortgage Payments (please state if rebate is applicable) .....
- Council Tax (please state if a rebate is applicable) .....
- Water Rates .....
- Any other expenses (e.g. fares in connection with employment please specify) .....

**Total Expenses**

						FOR OFFICE USE ONLY					
£	p	£	p	£	p	£	p	£	p		

Assessment: £

**In the case of employed persons please provide a certificate of earnings, signed by your employer, together with proof of mortgage or rent payments. The LEA reserves the right to ask for further evidence of income where necessary.**  
Self-employed persons should submit an Accountant’s certificate or an Income Tax assessment from their Tax Office.

**PART 5 - DECLARATION TO BE SIGNED BY ALL APPLICANTS**

I confirm that the information given is correct to the best of my knowledge and belief. I understand that the Local Education Authority may check the statements made in this application with the Department of Social Security or my employer as appropriate.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

When complete, please return this form to:-  
(ENTER ADDRESS HERE)  
Tel: (ENTER TELEPHONE NUMBER HERE)

**(ENTER COUNCIL NAME HERE)**

**Notes to help you complete Part 3 of the form  
(Please detach and keep for reference)**

- 1. Families who are in receipt of Income Support, Income Based Job Seekers Allowance or Child Tax Credit ONLY, with an income less £13230.00 should qualify for a School Clothing Grant for their child/children. Please provide evidence of benefit entitlement.**
- 2. Families who are in receipt of Working Tax Credit with an income less than £13230.00 should qualify for a School Clothing Grant for their child/children provided a copy of the Tax Award Notice as issued by the Inland Revenue is attached.**
- 3. Families who are applying for a school clothing grant on the basis of low income, must provide a full income declaration in Part 4;**
  - ◆ Wage earners paid weekly must submit payslips covering the 5 week period immediately preceding the application, monthly pay must submit payslips covering the 2 previous months salaries.**
  - ◆ Self-employed persons should provide either an accountant's letter stating the recent figures submitted to the Inland Revenue or if you prepare your own accounts, a letter from the tax office. For employees, a 'statement of earnings' form should be completed and can be obtained from the Education Welfare Section.**
  - ◆ Please make it clear if any of the expenses are weekly, monthly or yearly amounts and provide documentary evidence of the expenses (e.g. rent book, council tax statements).**

**We aim to provide you with a friendly and helpful service when you apply for a school clothing grant and will endeavour to process each application within a period of three weeks.**

**However, due to an increased demand between the months of June and September, please allow extra time for your form to be processed.**

**If you require any further help or information, please do not hesitate to contact us on  
**(ENTER DETAILS HERE)****