Application for Free School Meals and /or Clothing Grant - Academic Year 2013/2014

Note: It is important that you read the Guidance Notes attached before completing this form

1 Name of Parent or Guardian (Block Letters)

Title | First Name | Surname

Full Address

Postcode

Telephone Number | National Insurance Number

List of all child(ren) in respect of whom application is made		(Date of Birth)			School Attended
First Name	Surname	Day	Month	Year	(from August 2013)

Are any of the children stated above entering P1 during the academic year 2013/2014 starting 19 August 2013. (Please tick) Yes ☐ No ☐

I am receipt of:
- Income support Yes ☐ No ☐
- Support under Part VI of the Immigration and Asylum Act 1999 Yes ☐ No ☐
- Employment and Support Allowance (Income based) Yes ☐ No ☐
- Job Seeker's Allowance (Income Based) Yes ☐ No ☐
- Child Tax Credit on its own (with an annual income under £15,910) Yes ☐ No ☐
- Child Tax Credit and Working Tax Credit (with an annual income under £6,420) Yes ☐ No ☐

Full copy of Actual Tax Award 2013/2014 and/or a recently dated benefits letter must be attached. Please note we are unable to accept a Tax Credit Annual Review form as proof of benefit.

If you are in receipt of Universal Credit you may also qualify for Free School Meals and/or a Clothing grant. In this instance please contact the Pupil, Parent Support Unit direct for further information.

I declare that the information provided by me is a true and accurate statement of my circumstances and that I have not withheld any fact. In the event of my circumstances changing, I hereby undertake to notify you. I acknowledge that false statements made may result in proceedings in Court.

I wish to apply for: School Meals ☐ Clothing Grants ☐

Does your child have a Co-ordinated Support Plan? Yes ☐ No ☐

Signed (parent or guardian)

Date | Do you have a Bank Account? Yes ☐ No ☐

(You must sign and date your application or it will be returned to you for further completion).

Please turn over

Dumfries & Galloway COUNCIL

OFFICE USE ONLY

To be completed by Benefits Agency	Yes/No	Verified by
Income Support		
Employment and Support Allowance (Income based)		
Job Seekers Allowance (Income Based)		

Benefits Agency Official Stamp

Date application received in this office:

Date application sent to Benefits Agency:

Date application returned from Benefits Agency to this office:

Reference Number:

Any comments	Office Notes

To be returned to:

Dumfries and Galloway Council
Education Services
Pupil, Parent Support (Schools)
Woodbank
30 Edinburgh Road
Dumfries
DG1 1NW
Tel: 01387 260493
Fax: 01387 260453

Guidance Notes

Application for Free School Meals and/or Clothing Grant

1 Dates of birth should be entered as a six digit number (with zeros if necessary) e.g. **050588**

In completing Part 1, the following should be noted:

TITLE: Enter Mr, Mrs, Miss or Ms

FIRST NAME(S) Enter the First Name of Parent/Guardian

SURNAME: Enter in block capitals

2 Applicant must be actual claimant of benefit

3 Parents have the responsibility to ensure that their child(ren) have adequate footwear and clothing to enable them to take full advantage of the education provided at school.

Note

(a) Only one Clothing Grant per pupil will be made per financial year April - March

(b) Your Child(ren) must be attending school

(c) Grants will not be made in respect of Child(ren) attending nursery school or further education

(d) In all cases, it is your responsibility to provide current proof of eligibility for Free School Meals/Clothing Grants;

(e) Payment of Grants for pupils aged 16 (or who attain the age of 16 between 1 March and 30 September) will not be made until **after** the summer break and only after the school confirms that the pupil(s) have returned to take up their studies in August 2013.

4 Elected members agreed to provide free school meals to all Primary 1 pupils in Dumfries and Galloway. This relates to pupils entering P1 on 19 August 2013. Parents with a child entering P1 will still be required to complete an application if they require a clothing grant.

Q Who is entitled to receive both Free School Meals and Clothing Grants

A Your children are entitled to Free School Meals and a Clothing Grant if you are in receipt of any of the following benefits:

- Income Support
- Employment and Support Allowance (Income Based)
- Job Seeker's Allowance (Income Based)
- Child Tax Credit only (Annual Income under £15,910) (subject to change).
- Child Tax Credit and Working Tax Credit (with annual income under £6,420) (subject to change)
- Support under Part VI of the Immigration and Asylum Act 1999

If you are in receipt of Universal Credit you must contact this office as you may also qualify.

Q How often can I apply for a Clothing Grant?

A Once per financial year.

Q How can I apply if I become entitled to benefits

A Application forms are available from all schools and fully completed forms plus recent proof of benefits, should be posted to the address shown on the form. **As soon as the benefit entitlement has been checked, the school will be informed of your Free School Meal entitlement. *(Entitlement will not be backdated)* Only at this point will your child start to receive free school meals.** If a Clothing Grant has been applied for please indicate in the appropriate box whether you have a bank account. If you have no bank account an uncrossed cheque will be issued.

Q What do I do if my benefit entitlement ceases

A You would no longer be entitled to Free School Meals and should inform Education Services at the address shown. There would be no requirement to pay back any Clothing Grant award.

If you have any queries concerning Free School Meals or Clothing Grants please contact:

Dumfries and Galloway Council
Education Services
Pupil, Parent Support (Schools)
Woodbank
30 Edinburgh Road
Dumfries
DG1 1NW
Tel: 01387 260493
Fax: 01387 260453