



## Shetland Islands Council Guidelines for Application for Clothing Grant/Free School Meals 2011/12

Free School Meals and Clothing Grants are based on the applying adult being in receipt of an eligible benefit, as detailed below.

### Completing the Application Form

- You must complete all of section 1.
- You must complete all of section 2; remember to enclose proof of your qualifying benefit (see table below for acceptable forms of evidence). If you do not have proof of your benefit, please take the form to the Job Centre Plus for them to complete.
- You must complete section 3, detailing all children you wish to apply for.
- You must sign the declaration in section 4.
- You must complete section 5 of the application form. If this is not completed, no Clothing Grant payment can be made.

You must provide proof of the qualifying benefit along with your application; forms of acceptable evidence are detailed in the table below. Please note that if you do not submit a Tax Credit Award Notice (TCAN), you will be required to provide proof of Child Benefit along with evidence of your qualifying benefit.

| Benefit(s) Received   | Acceptable Evidence  | Award                              |
|---|--|------------------------------------|
| Income Support  | Your most recent Income Support letter   | Free School Meals & Clothing Grant |
| Income-based Job Seekers Allowance  | All pages of your award letter   | Free School Meals & Clothing Grant |
| Employment & Support Allowance<br>(Income related element only)                                   | All pages of your award letter   | Free School Meals & Clothing Grant |
| Support under Part IV of the Immigration and Asylum Act 1999                                      | Letter of confirmation from Home Office  | Free School Meals & Clothing Grant |
| Child Tax Credit <b>only</b> with an annual income of less than £15,860 (not working Tax Credit)  | All pages of your 2011/12 Tax Credit Award Notice (TCAN) – must state your <b>actual</b> income, estimates are not acceptable. | Free School Meals & Clothing Grant |
| Both Child Tax Credit and Working Tax Credit, with an annual income of less than £6,420           | All pages of your 2011/12 Tax Credit Award Notice (TCAN) – must state your <b>actual</b> income, estimates are not acceptable. | Free School Meals & Clothing Grant |
| Working Tax Credit and Child Tax Credit with an income greater than £6,420 but less than £15,860. | All pages of your 2011/12 Tax Credit Award Notice (TCAN) – must state your <b>actual</b> income, estimates are not acceptable. | Clothing Grant                     |

Completed forms should be returned to:

**Student Funding  
Schools Service  
Education & Social Care Department  
Hayfield House  
Hayfield Lane  
Lerwick  
Shetland  
ZE1 0QD**

## **Clothing Grants**

Children must have a date of birth between the following dates:

- 1<sup>st</sup> October 1995 and 28 February 2009

## **Rates**

Nursery £40.00

Primary £45.00

Secondary £50.00

## **Free School Meals**

Pupils over the statutory school leaving age, should still be included on the application form, as they may be eligible for Free School Meals.

Pupils are eligible to apply for Free School Meals in their own right if they are aged 16-18 years and are in receipt of one of the benefits detailed in the table above.

## **Important Notes**

- One application form is suitable for all children in your family, even if they attend different schools.
- Clothing Grants are only awarded once per school year (August – July).
- Parents with children attending school who are over the statutory school leaving age of 16 can apply for an Education Maintenance Allowance (EMA), forms are available from the above address or by telephoning 01595 743848 or 743845.
- Claims will not be backdated, and will only be effective from the date the application is received by the Education & Social Care Department.
- Free School Meals cease when you stop receiving any of the benefits listed above. It is your responsibility to inform us of any changes in your circumstances that may affect your entitlement.
- A new application must be completed each year.

## **Contact Us**

If you require assistance with completing your application, or have any queries regarding your entitlement to a Clothing Grant and/or Free School Meals, please call us on 01595 743848 or 743845.

Application forms should be submitted by 31<sup>st</sup> July 2011 to ensure continuation of Free School Meals after the Summer Holidays.

No application forms will be accepted after 31<sup>st</sup> March 2012.