

In accordance with the Data Protection Act 1998, information provided by you may be held by the Council on computer file. Such information will be used to assist in the provision and administration of clothing grants/free school meals. To assist you, the Council will check its records to establish your claim without you supplying documentary evidence. Further information may, however, be required from you. Signature of this form implies your consent to the data processing.

## EDUCATION AND SKILLS

### Application for Clothing Grant/Free School Meals (Session 2011/2012)



**NORTH AYRSHIRE**  
COUNCIL

**Parents/Guardians have a responsibility to ensure that their children have adequate footwear and clothing to take full advantage of the education provided at school.**

To qualify for a Clothing Grant and Free School Meals you must be in receipt of one of the following: Income Support, Income Based Jobseeker's Allowance, any Income Related element of Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit (**income limit of £15,860, per year**), Working Tax Credit (**income limit of £15,860 per year**), Housing Benefit or Council Tax Rebate.

**However, applicants are NOT eligible to apply for Free School Meals if:**

- You are only in receipt of Housing Benefit or Council Tax Rebate
- You are in receipt of Working Tax Credit with an income over **£6420**

Entitlement to the Clothing Grant and Free School Meals is based on your income for 2011/2012. Any other claims will only be considered in exceptional circumstances.

To receive a Clothing Grant you should hold a bank, Post Office (savings account only) or building society account, which accepts payments by Bank Automated Credit System (BACS) transfer- see overleaf at part 5. If you do not have one of these, payment will be made by cheque.

Payment will normally be made from mid July for the 2011/2012 session.

#### **THE FOLLOWING GUIDANCE NOTES SHOULD BE READ CAREFULLY BEFORE COMPLETION OF PAGES 1 AND 2 OF THE APPLICATION FORM .**

- ① As the information given by applicants will be used in processing the payment for the clothing grant, **all** entries should be made in **BLOCK LETTERS** and dates of birth should be entered as a six digit number (with zeros if necessary) eg 5 February 2001, should be completed as:

Date    Month    Year

**05 / 02 / 01**

In completing Part 1, the following should be noted:

<b>Title</b>	Enter as appropriate: MR / MRS / MS / MISS.
<b>Forename</b>	Enter the parent or guardian's first name(s).
<b>Surname</b>	Enter in block capitals eg SMITH.
<b>Full Name</b>	It would be appreciated if the full name (forenames and surname) of the parent or guardian's spouse, was also entered as indicated, if appropriate.

- ② Please complete your full address, postcode, telephone number and email address, if available. Your email address can be used to notify you of when payment of the grant has gone into your bank account.

- ③ Please note:
- Grants will not be made in respect of children attending nursery school/class.
  - Applications for grants for pupils aged 16 (or who attain the age of 16 between 1 March and 30 September) will be processed at the beginning of the new session, once the school has confirmed their attendance.

- ④ Applicants should supply proof of eligibility at the same time as either handing in the form to the registration office, or sending the form to the registration office by post.

Applications will not be accepted over the counter, unless accompanied by sufficient proof of eligibility. *Please note, only original documents will be accepted and they must be dated within the last 6 months.*

In all cases the onus is on the applicant to provide the Council with the proof of eligibility for clothing grants and/or free school meals.

Grants applied for before or during the summer vacation, will generally be paid from mid July, providing acceptable proof of eligibility has been received.

Grants applied for after the school summer vacation will be paid as soon as possible.

- ⑤ Please note:
- **Post Office accounts** with sort codes beginning **60946** do not receive BACS payments so cannot be accepted.
  - It is important that your bank details are accurate to ensure that your payment is credited to the correct account.

- ⑥ Meals will be provided from the first day of the school session, provided that the application form and qualifying proof has been received in the summer vacation. Thereafter meals will only be provided from the date the application form and proof has been accepted by the office.

- ⑦ The form must be signed and dated by the parent/guardian shown as the applicant at section 1 on the application.

The Council takes the security of your information seriously and implements appropriate controls to ensure this is achieved. The information you have provided on the form contains personal information and possibly bank details for which the Council can take no responsibility until it has been received by the registration office. If you do not wish to post your completed form and proof of eligibility, you may wish to consider delivering it in person to the registration office.

**Application forms and proof of benefits (original documents) will be accepted over the counter at the offices listed below on the following days and times:**

**Tuesday, Wednesday and Thursday between 9.30 am and 12.30pm or 1.30pm and 4.00 pm.**

Area Registration Office, 45 Ardrossan Road, Saltcoats KA21 5BS	Tel. (01294) 463312
Area Registration Office, 106 Bridgegate House, Irvine KA12 8BD	Tel. (01294) 324988
The Registrar, North Ayrshire Council, Brooksby Medical & Resource Centre, 31 Brisbane Road, Largs KA30 8LH	Tel. (01475) 687591

**Tuesday and Friday between 10.00am and 12 noon, and Thursday from 2.00pm to 4.00pm**

The Registrar, Kilbirnie Library, Avils Place, Kilbirnie KA25 6BJ Tel. (01505) 682416  
*(The office is closed on Monday and Thursday mornings, Friday afternoons and all day Wednesday)*

**PLEASE DETACH AND RETAIN THESE GUIDANCE NOTES FOR YOUR INFORMATION AND SUBMIT THE FOLLOWING APPLICATION FORM TO THE REGISTRATION OFFICE.**

**NORTH AYRSHIRE COUNCIL  
CLOTHING GRANT/FREE SCHOOL MEALS APPLICATION FORM  
SESSION 2011/2012**



**APPLICANTS MUST COMPLETE SECTIONS 1 – 7**

**① Name of Parent or Guardian to whom payment will be issued.**

**NORTH AYRSHIRE  
COUNCIL**

Title	Forename(s)	Surname
Full name of spouse/partner (if appropriate)		

**② Full Address of applicant (if a flat, please include flat number).**

Full Address of applicant (if a flat, please include flat number)	Post Code								
	Email								
	Telephone No.								

**③ List of all children in respect of whom application is made.**

Forename(s)	Surname (name child is known as in school)	Date of Birth Day Month Year	Male/ Female	School(s) to be attended from August 2010	Class/ Stage
		___/___/___			
		___/___/___			
		___/___/___			
		___/___/___			
		___/___/___			

<b>Previous school or nursery attended last session (if applicable):</b>	

**Are you currently in receipt of Child Benefit for the child/children named above?** Yes  No  **If not, who is?**

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**④ Please ✓ the benefits you are currently receiving and complete the following sections.**

<input type="checkbox"/> Income Support	<input type="checkbox"/> Income-based Job Seekers Allowance	<input type="checkbox"/> Child Tax Credit (Income Limit £15,860)	<input type="checkbox"/> Working/Pension Tax Credit (Income Limit £15,860)	<input type="checkbox"/> Child & Working Tax Credit (Income Limit £6420)	
<input type="checkbox"/> Support under the Immigration & Asylum Act 1999	<input type="checkbox"/> Income related Employment & Support Allowance	<input type="checkbox"/> Housing Benefit	Your Reference Number		
<input type="checkbox"/> Council Tax Rebate	Your Reference Number	<b>Your National Insurance Number</b>			

**⑤ Payment of Clothing Grant**

Name of person holding account																			
Bank/building society sort code																			
Bank/building society address	Account number (8 digits)																		

**I do not have a bank/building society account. I wish payment to be made by cheque** Tick

*Certain banks require proof of ownership of cheque. North Ayrshire Council highly recommends payment via BACS system.*

I understand that the security of the information I have disclosed on this form is my responsibility until it has been received by North Ayrshire Council area office staff.

I declare that the information provided by me is a true and accurate statement of my circumstances and that I have not withheld any facts with regard thereto. I acknowledge that false statements made may result in proceedings in Court. I confirm that the named child(ren) is/are unable by reason of inadequacy or unsuitability of clothing to take advantage of the education provided. If my circumstances change I hereby undertake to notify the local Area Office immediately.

⑥ Do you wish to apply for a School Clothing Grant? Yes  No

Do you wish to apply for Free School Meals (\* and milk)? Yes  No

\*Free milk is **not** available to pupils attending Secondary Schools.

⑦ (Parent or Guardian)

Signed _____	Date ____ / ____ / ____
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**FOR OFFICE USE ONLY**

Application made: In person <input type="checkbox"/>	Received stamp										
by post <input type="checkbox"/>											
Please circle as appropriate											
IS	IBJA	CTC	WTC/PTC	HB	CTR	IAA	IRESA	Date	/	/	(Intls)

<input type="checkbox"/> Pro-forma	Annual Income	£
<input type="checkbox"/> Letter of Award	Meals	YES / NO
<input type="checkbox"/> NAC Housing Benefit Records		

Registered	(Intls)	/ /	Reference Number	
Criteria updated	(Intls)	/ /	Amount of grant payable	£
Bank details checked	(Intls)	/ /	Run number	
Grant approved	(Intls)	/ /		
Meals approved	(Intls)	/ /		
Pay run generated by	(Intls)	/ /		

**APPLICATION MADE AFTER SESSION STARTED**

Contact made with school re FSM	Date	/ /	(Intls)
Contact made with school re transfer information	Date	/ /	(Intls)
Grant received from other LA this session	<b>YES / NO</b>	Amount paid	£
Date payment requested	/ /	Balance payable by NAC	£

**Additional Notes:**
