



For office use only			
Reference number	Grant type	Date registered	Initial
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School Session 2011/2012

Application for clothing grant, free school meals or both

Important: Read the guidance notes before filling in this form using block capitals.

For all pupils under the age of 16 on 30 September 2011

1 Personal details of parent or guardian			
Title	Initial	Surname	
First name (Legal guardian)		Full name of partner (if appropriate)	
Full address (including flat number if you have one)			Full postcode
Please make sure that you write your National Insurance number correctly in the boxes below. If you give us an incorrect or incomplete National Insurance number there may be a delay in processing your application.			
National Insurance number of legal guardian		<input style="width: 100%;" type="text"/>	
National Insurance number of partner if appropriate		<input style="width: 100%;" type="text"/>	

2 List all the children you are applying for				
Surname	First name	Date of birth	Name of the school the child will be going to from August 2011	

3	<p>A Please tick this box if you receive Income Support or income-based Jobseeker's Allowance and do not tick any other box or send your Child Tax Credit award letter. <input style="float: right;" type="checkbox"/></p> <p>B Please tick this box if you receive Working Tax Credit and your yearly income for your household (before tax) is less than £15,050 (the figure could change). You must include a photocopy of your full 2011/2012 Working Tax Credit award letter when you send the form. We will not accept award letters showing estimated income for 2010/2011. <input style="float: right;" type="checkbox"/></p> <p>C Please tick this box if you receive Housing Benefit. <input style="float: right;" type="checkbox"/></p> <p>D Please tick this box if you receive Council Tax Benefit. <input style="float: right;" type="checkbox"/></p> <p>E Please tick this box if you receive Child Tax Credit only and your yearly income for your household (before tax) is less than £15,860 (the figure could change). You must include a photocopy of your full 2011/2012 Child Tax Credit award letter when you send the form. We will not accept award letters showing estimated income for 2010/2011. <input style="float: right;" type="checkbox"/></p> <p>F Please tick this box if you receive income-related Employment and Support Allowance. <input style="float: right;" type="checkbox"/></p> <p>G Please tick this box if you are an Asylum Seeker receiving support under part VI of the Immigration and Asylum Act 1999 <input style="float: right;" type="checkbox"/></p>
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4	<p>Bank or building society account details</p> <p>Please note: We cannot pay money direct into Post Office® accounts and the bank or building society account must be your own account.</p> <p>Your name</p> <hr/> <p>Name of bank or building society</p> <hr/> <p>Bank or building society sort code</p> <hr/> <p>Bank or building society account number</p> <hr/> <p>Building society roll number (if this applies)</p>
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5	<p>Declaration - To be filled in by legal guardian</p> <p>Clothing grant <input style="margin-left: 10px;" type="checkbox"/> <small>Box 1</small></p> <p>The information I have provided is true and accurate and I have not left anything out. You may take me to court if I have made false statements.</p> <p>I agree that the Department for Work and Pensions can give you information about my benefit entitlement so that my application can be processed.</p> <p>Free school meals <input style="margin-left: 10px;" type="checkbox"/> <small>Box 2</small></p> <p>I want to apply for free school meals for the child or children I have named. If you authorise the free school meals and my current circumstances change, I agree to tell you. I will provide proof, when needed, that I currently receive the benefits that allow me to have free school meals.</p> <p>Signed _____ (Legal guardian)</p> <p>Date _____</p>
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Notes

1 You have a responsibility to make sure that your children have adequate footwear and clothing so that they can take full advantage of the education schools provide. We normally only make grant payments to legal guardians who receive **Income Support, income-based Jobseeker's Allowance, Working Tax Credit, Housing Benefit or Council Tax Benefit**. We will only consider other claims in exceptional circumstances. You should send the filled-in application form in the FREEPOST envelope provided or to: **Glasgow City Council, PO Box 15245, GLASGOW G2 4YH.**

2 We will usually pay grants into bank/building society accounts in July or August 2011, if we receive a fully filled-in application form before 3 June 2011. **If we receive your application after 3 June 2011 we cannot guarantee that we will pay the grant before the start of the new school year in August.**

PLEASE NOTE: What we will do with your information

Glasgow City Council is registered under the Data Protection Act 1998. The Council is under an obligation to manage public funds properly. Accordingly 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 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 purpose with public bodies, including neighbouring Councils or other organisations, which handle public funds.

The information which you provide on this form will be processed by Glasgow City Council, which is the data controller for the purposes of the Data Protection Act 1998. The personal data that you provide will be used to deal with your correspondence and to let you know what the outcome of this is. The Council will not use your personal data for any other purpose and will not disclose the personal information that you provide to any outside person or organisation except where required to do so by law or with your own consent.

Disclaimer: Plain English Campaign's Crystal Mark does not apply to this box.

3 Do I qualify:

Benefit	Clothing Grant	Free Meals
Income Support or income-based Jobseeker's Allowance	Yes	Yes
Working Tax Credit and the yearly income for your household (before tax) is less than £15,050 but is £6,420 or above for the tax year 2010/2011	Yes	No
Working Tax Credit and the yearly income for your household (before tax) is less than £6,420 for the tax year 2010/2011	Yes	Yes
Housing Benefit or Council Tax Benefit (See note below)	Yes	No
Child Tax Credit only and the yearly income for your household (before tax) is less than £15,860	No	Yes
Income-related Employment and Support Allowance	No	Yes

Note: If you receive Housing Benefit or Council Tax Benefit and Child Tax Credit only (and your yearly income before tax is less than £15,860), or you receive income-related Employment and Support Allowance, you will be entitled to the clothing grant and free school meals.

4 We must receive your application for school session 2011/2012 by no later than 31 March 2012.

Our public counter at Wheatley House, 25 Cochrane Street, Glasgow G1 1HL will be open from 9am to 4pm, Monday to Thursday and 9am to 3pm, Friday.

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IS/JSA letter <input type="checkbox"/>	HB <input type="checkbox"/>	WTC <input type="checkbox"/>	CTC <input type="checkbox"/>
CTB <input type="checkbox"/>	ESA(IR) <input type="checkbox"/>	Child Benefit <input type="checkbox"/>	Academy <input type="checkbox"/>
Counter <input type="checkbox"/>	SAP <input type="checkbox"/>		
Confirmed by _____	Date _____	Free meals authorised <input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____
		Authorised by _____	Date _____