

# LONDON BOROUGH OF ENFIELD

## APPLICATION FOR SCHOOL CLOTHING GRANT 2014/15

### Eligibility Criteria:

1. Children must be in **Reception** or **Year 7** in the 2014/2015 academic year. The school clothing grant is only available for children in these year groups and **not** for any other year group.
2. Parents/guardians **must** be in receipt of any of the benefits listed below:
  - Income Support
  - Income-based Job Seekers' Allowance
  - Income-related Employment and Support Allowance
  - Support under Part V1 of the Immigration and Asylum Act 1999
  - The Guaranteed element of State Pension Credit
  - Child Tax Credit **only** with a yearly income of no more than £16,190. as assessed by HMRC  
**Please note that if you are in receipt of Working Tax Credit you will not qualify for a grant.**
3. The child and parent or guardian **must** live within the area of the London Borough of Enfield.
4. The child **must** be attending a state maintained school.

**IMPORTANT: Photocopied evidence of one of the above benefits must be provided to support your application.** Please provide one of the following with your application form.

A photocopy of all pages of your HM Revenue and Customs letter, (Child tax credit form TC602) for the **current** tax year 06/04/2014 to 05/04/2015.

**OR .....**

A photocopy of a letter, (**all pages**) from the Department for Work and Pensions or Job Centre which must be less than three months old. If your letter is more than three months old, please also provide an up to date bank statement that shows your name, address and your benefit payments.

**OR .....**

A photocopy of your Pension Credit M1000 award notice showing the guaranteed part of Pension Credit

**OR .....**

A photocopy of a letter from the National Asylum Support Service (NASS). The letter must be less than three months old. The name and address of all those receiving help must be shown.

**You must also confirm your child's/children's date of birth. Please provide.....**

A photocopy of a document, such as their birth certificate, passport, or medical card.

### Payment of the Grant:

For the 2014/2015 academic year the grant will be £22 for a **Reception** child and £85 for a **Year 7** child. The grant is a **one off** payment and will be made by BACS directly into a Bank or Building Society account. In very limited circumstances a cheque may be issued, to be presented at the Civic Centre for payment, **only** where the applicant does not have a Bank or Building Society account. **Please note** cheque payments can take a minimum of six weeks to process from the date an application is approved.

### When and Where to Apply:

Applications will be accepted from April 2014 onwards, any late applications must be submitted before 31 March 2015. You can post your completed application form with photocopies of your supporting evidence to: **Pupil Benefits, PO Box 56, Civic Centre, Silver Street, Enfield, EN1 3XQ**, or bring your form and supporting documents to the Main Reception at the Civic Centre, which is open Monday to Friday between 9.00am and 5.00pm.

**Funds for the clothing grant scheme are limited and therefore we cannot guarantee that we can assist every applicant.**

**For further information or advice, please contact the Pupil Benefits Team on 020 8379 5367.**

**SCHOOL CLOTHING GRANTS** may be paid to parents or guardians whose child/children are in **Reception** or **Year 7** in the **2014/2015 academic year**. This form should be completed by the parent or guardian who is in receipt of any of the benefits listed overleaf.

Please complete in **blue** or **black ink** using **CAPITAL** letters and **ensure that Bank or Building Society account details are printed clearly and correctly**.

**PARENT/GUARDIAN DETAILS:**

First Name  (Mr/Mrs/Miss/Ms) Surname

National Insurance No.  Date of Birth

Address

Post Code

Email Address  Telephone No.

**PAYMENT DETAILS:**

Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sort Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Society Roll Number (where applicable) <input type="text"/>													

**CHILD'S/CHILDREN'S DETAILS:**

First Name	Surname	Date of Birth	School Attending from September 2014
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you in receipt of free school meals for your child/children? Yes  No

Please state your relationship to the child/children named above e.g. Mother/Father/Guardian etc.

**DECLARATION TO BE SIGNED BY PARENT OR GUARDIAN (AS APPLICABLE)**

I confirm that the information provided in this application is true and complete and undertake to inform the Pupil Benefits Team of any change to my financial circumstances.

I understand that the results of any free school meal eligibility check may be used to assess my entitlement to receive the school clothing grant.

I understand that the Council may use this information to prevent and detect fraud and may share this information with other organisations who deal with public funds.

I understand that I may be prosecuted if I give any false information.

Signed:  Date:

**FOR OFFICE USE ONLY**

FSM	ECS	Rec £22	Y7 £85	BACS	CHQ	Signed/Date Approved:	Ref:
-----	-----	---------	--------	------	-----	-----------------------	------