

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.

EDUCATIONAL SERVICES

Application for Clothing Grant/Free School Meals (Session 2008/2009)



NORTH AYRSHIRE
COUNCIL

APPLICANTS MUST COMPLETE SECTIONS 1 – 7
GUIDANCE NOTES ARE ON PAGE 3 OF THIS FORM

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

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

② 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.

School(s) to be attended from August 2008	Male/ Female	Surname (name child is known as)	Forename(s)	Date of Birth		
				Day	Month	Year
				___/___/___		
				___/___/___		
				___/___/___		
				___/___/___		
				___/___/___		
				___/___/___		

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

- Income Support
 Income-based Job Seekers Allowance
 Child Tax Credit (Income Limit £15,575)
 Working/Pension Tax Credit (Income Limit £15,575)
 Support under the Immigration & Asylum Act 1999

Your National Insurance Number

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Housing Benefit

Council Tax Rebate

*Your Reference Number	
*Your Reference Number	

NOTES OF GUIDANCE FOR PARENTS/GUARDIANS

- 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 1996, should be completed as:

Date Month Year

05 / 02 / 96

In completing Part 1, the following should be noted:

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

- ② Parents have a responsibility to ensure that their children have adequate footwear and clothing to take full advantage of the education provided at school. Grant payments will normally be made to parents who are in receipt of **Income Support, Income Based Jobseekers Allowance, Child Tax Credit/Working Tax Credit (income limit of £15,575 per year), Housing Benefit or Council Tax Rebate**. Any other claims will only be considered in exceptional circumstances. The form should be taken or posted to your local Area Office (see 6 below) together with the appropriate proof of benefit and either the child(ren)'s birth certificate(s), medical card(s) or passport(s).

- ③ Please note:

- Grants will be made to those parents in receipt of **Income Support, Child Tax Credit/Working Tax Credit (income limit of £15,575 per year), Housing Benefit, Council Tax Rebate or Income Based Jobseekers Allowance**.
- **Only one grant per pupil will be made per school year: August – June.**
- 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.
- 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.

- ④ In due course you may be invited to bring along at a stated time and place, proof that you are in receipt of qualifying benefit.

- ⑤ Grants applied for before or during the summer vacation will generally be paid after 1 July. Grants applied for after the school summer vacation will be paid as soon as possible.

- ⑥ Application Forms should be returned to:

Area Office, 45 Ardrossan Road, Saltcoats KA21 5BS	Telephone (01294) 463312
Area Office, 106 Bridgegate House, Irvine KA12 8BD	Telephone (01294) 324988
*Area Office, 19 Schoolwynd, Kilbirnie KA25 7AY	Telephone (01505) 682416

(*Closed on Wednesdays and from 11.30am on Fridays)

FOR OFFICE USE ONLY

Please circle as appropriate

IS IBJA CTC WTC HB CTR IAA NHS

Date ___/___/___

<input type="checkbox"/>	Pro-forma
<input type="checkbox"/>	Letter of Award
<input type="checkbox"/>	NAC Housing Benefit Records
<input type="checkbox"/>	NHS
<input type="checkbox"/>	Other

Received Stamp

Date ___/___/___

Intls

Meals

Type of Grant

Run Number

Amount of Grant

YES / NO

Reference Number

Registered (Intls)

Authorised (Intls)