



Guidance notes and application form for free school meals and school clothing grants

Please read these notes **before** you complete the application form.

1. PARENT / GUARDIAN

If you are making a claim for Education Benefits for the first time you must provide evidence that you are the child/children's guardian by submitting either:- A Child Benefit Letter, Birth Certificate or Medical Card.

2. SCHOOL MEALS

If you are receiving one of the following benefits your child/children will be entitled to free school meals:

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit and an income of less than £15,575
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration & Asylum Act 1999

All other pupils taking a school meal must pay a charge of £1.55 a day at secondary school and £1.50 a day at primary school. (Correct at time of going to print).

Please Note: If you receive Child Tax Credit and Working Tax Credit your child will not be entitled to free school meals.

3. SCHOOL CLOTHING

If your child is entitled to free school meals, he/she will be automatically entitled to school clothing grant. If your child is not entitled to free school meals he/she will be entitled to school clothing grant if you are receiving Working Tax Credit and your income, as assessed by HM Revenue & Customs, does not exceed £15,575.

Payment of school clothing grant

Rates of grant are currently £50 for secondary age pupils and £30 for primary age pupils. (Correct at time of going to print).

If you are eligible for the grant a payment will be issued directly into the bank/building society account stated on the form, or a cheque will be issued to you. If you do not have a bank account you can cash the cheque in one of the Council's Cash Offices. Details on how to cash a cheque will be printed on the back of the school clothing grant notification letter.

4. SCHOOL MILK

School milk is free for nursery pupils and pupils up to the age of 5 years. Pupils who are entitled to free school meals and who are in reception, year 1, or year 2, and pupils who have Special Educational Needs in all years will be entitled to free school milk where milk is provided by the school.

5. CONTACT DETAILS

If you require further details please contact the Student Support Team at the Education Office on 0151 443 3268/3267 or email school.awards@knowsley.gov.uk



Knowsl@y Council

APPLICATION FOR EDUCATION BENEFITS FOR SCHOOL PUPILS

PRIVATE AND CONFIDENTIAL FORM SS1 2008/2009

Directorate of Children's Services,
Knowsley Education Office,
Huyton Hey Road,
Huyton,
Knowsley, L36 5YH
Tel: (0151) 443 3268/3267
E-mail: school.awards@knowsley.gov.uk

PLEASE READ THE GUIDANCE NOTES **BEFORE** COMPLETING THIS APPLICATION

You can also get this information in other formats. Please phone Customer Services on 0151 443 3197, or email customerservices@knowsley.gov.uk

PARENT / GUARDIAN (see guidance note 1)

If you are making a claim for Education Benefits for the first time you **must** provide evidence that you are the child/children's guardian by submitting either:- A Child Benefit Letter, Birth Certificate or Medical Card

FREE SCHOOL MEALS (see guidance note 2)

Please tick which benefit, if any, you are receiving:

- Income Support** – please provide a Jobcentre letter dated within the last six weeks or have the back page of the form completed by Jobcentre Plus
- Income Based Jobseekers Allowance** – please provide a Jobcentre letter dated within the last six weeks or have the back page of the form completed by Jobcentre Plus
- Child Tax Credit, and income of less than £15,575** – please provide a copy of your latest Tax Credit Awards Notice
- Guarantee element of State Pension Credit** – please provide your Pension Credit Award Notice or have the back page of the form completed by the Jobcentre Plus
- Support under part VI of the Immigration & Asylum Act 1999** – please provide a letter from National Asylum Support Service (NASS)

Please Note:

Your children will not be entitled to Free School Meals if either of the following apply:

- You receive Working Tax Credit
- You receive Child Tax Credit and have an income of more than £15,575

SCHOOL CLOTHING GRANT (see guidance note 3)

- If your child/children are entitled to Free School Meals they will also receive a Clothing Grant
- If you receive **Working Tax Credit** and your income, as assessed by the HM Revenue & Customs, does not exceed £15,575 you will be entitled to a clothing grant - please provide your Tax Credit Awards Notice for 06/04/2008 to 05/04/2009

CLOSING DATE FOR APPLYING FOR CLOTHING GRANTS IS THE 3 APRIL 2009

Please return the form, together with any supporting documents, to the address stated above by the 28 June 2008. This will enable us to process benefit entitlement before the start of the new school year. Applications can be submitted after 28 June 2008 but we cannot guarantee receipt of benefit entitlement before the start of the new academic year.

**TO BE COMPLETED BY ALL APPLICANTS
FAMILY DETAILS**

Application Ref No.

For office use only

THE PERSON RECEIVING BENEFITS MUST COMPLETE THIS FORM

Fill in the details below in **BLOCK CAPITALS**; please complete in black or blue ballpoint pen.

Your details:

Title	Surname	First Name(s)	Date of birth	National Insurance Number

Your partner's details:

Title	Surname	First Name(s)	Date of birth	National Insurance Number

CURRENT ADDRESS:

Postcode:

Telephone number:

Give details of any change of SURNAME or ADDRESS within the last 12 months below:

Date moved:

Your relationship to child(ren):

PLEASE ENTER BELOW DETAILS OF ALL DEPENDENT CHILDREN AT SCHOOL

Surname	First Name	Date of Birth			School attending from September 2008	For Office use only	
		Day	Mth	Yr		NCY	FSM

IMPORTANT: If you are entitled to Free School Meals but you DO NOT require them for your child/ren, please write 'NOT REQUIRED' in this box.

CLOTHING GRANT PAYMENTS

Knowsley Council would like to make payments into customers' bank accounts where possible. If you have a bank account enter your details below and provide a copy of a bank letter/statement to confirm your account number, sort code and roll number (where applicable). If you are unable to provide evidence of your bank account details please ensure you check the details with your bank before entering them on this form. **You are responsible for providing correct bank details. If a payment goes missing because you have entered incorrect details, you will need to wait until the payment is returned by the banking system before it can be reissued.**

PLEASE NOTE: Post Office accounts will not accept clothing grant payments

If you do not have a bank account, payment can be made into a bank account of a person nominated by you to receive payment on your behalf:

Please enter your bank details or bank details of a nominated person: **DO NOT** enter details of a Post Office Account

Name(s) of account holder(s)	<input type="text"/> <input type="text"/>
Name and Address of Bank/ Building Society	<input type="text"/>
Sort Code	<input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll Number (where applicable)	<input type="text"/>

If you have not entered details of a bank account, a cheque will be made payable to the parent/guardian who completes the application form.

Parent Declaration:

Please read the declaration below. We will not be able to process your application without a signed declaration.

- I confirm that the information given on this form is complete and correct.
- I will inform you immediately if any of the details on the form change.
- I will inform you immediately if my financial circumstances change.
- I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that the results of any free school meals eligibility check may also be used to assess my entitlement to receive a clothing grant.
- I understand that I will have to pay for the cost of the meals taken if I do not tell you about any change of circumstances and my child/ren receive free school meals that they were not entitled to.
- I confirm that I will immediately return any payment that has been received in error.
- I understand that if a payment does not reach my bank account because incorrect bank details have been provided, I will not receive a new payment until the original has been returned to Knowsley Council.

Data Protection Act 1998:

The information that you give on this form will be used for the purpose of processing your application for free school meals and/or clothing grant. The Local Authority is under a duty to protect the public funds it handles and may use the information you have provided to prevent and detect fraud. We also share this information, for the same purpose, with other government departments that handle public funds.

Signature:

Date:

