



Application for Free School Meals and/or Assistance with School Clothing/Footwear

BEFORE completing this application form please read the attached guidance notes.

Applicant's Details (Please complete in block capitals and in ink)

Surname: _____ Relationship to child (eg parent/carer) _____
 Mr/Mrs/Miss/Ms _____

Forename (s): _____ National Insurance No: _____

Full Address: _____ Home Telephone _____
 _____ Mobile _____

Postcode: _____

Which Benefit(s) do you receive? (✓) **Income Support** **Income Based Jobseekers Allowance** **Child Tax Credit/Working Tax Credit*** **Income Related Employment Support Allowance**

*See Guidance Notes for Applicant

Are you Applying for (✓) **School Meals** **Assistance with School Clothing/Footwear**

When did you last apply?

To which Local Authority?

Pupil(s) Details

Forename	Surname	Date of Birth	School attended from August 2011	Office Use

Declaration and Undertaking

WARNING: to give false information may result in prosecution.

I declare that the information given is true and complete. I authorise Perth & Kinross Council to verify any information given on this form should they wish to do so. I agree to inform you in writing without delay, if my circumstances change. I acknowledge that Free School Meals will end immediately if or when I stop receiving the aforementioned benefit(s).

Signature of Applicant _____

Date _____

If you are applying for Assistance with School Clothing/Footwear please complete Bank/Building Society Mandate on reverse

For official use only

SEEMIS Ref: _____

Approved (tick) Date: _____

FSM	CG
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Bank/Building Society Mandate

If applying for Assistance with School Clothing/Footwear you must complete this mandate

NB: AWARD(S) CANNOT BE PAID INTO A POST OFFICE ACCOUNT

You must inform us immediately of any changes to the details you provide below. Please complete in **BLOCK CAPITALS** and in ink.

Bank/Building Society Name: _____

Bank/Building Society Address: _____

Account Holders Name: _____

Sort-Code (6 digits)

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Bank/Building Society Account Number (8 digits)

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Building Society Roll/Reference Number

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Please (✓) one of the following

I agree to my award payment going directly into the above account.

I confirm I do not have access to a nominated bank or building society account and acknowledge this may cause a delay in payment being made.

Data Protection Act 1998 The information provided by you and by relevant third parties will be used in assessing your application for free school meals and a clothing grant. In terms of the Data Protection Act 1998 you are entitled to know what personal data information Perth & Kinross Council hold about you for a fee. Application should be made to the Executive Director (Education & Children's Services), Pullar House, 35 Kinnoull Street, Perth, PH1 5GD

**Please return completed applications to Education & Children's Services.
Pullar House, 35 Kinnoull Street, Perth, PH1 5GD**

Education & Children's Services Official Use			
Form Checked By (Initials)		Name of Benefit & date proof seen	
Form Processed By (initials)		Date forwarded to Finance Department	



Application for Free School Meals and/or Assistance with School Clothing/Footwear Guidance Notes for Applicant - 2011/2012

Please read these Guidance Notes **BEFORE** completing your application. Application forms cannot be processed until after 1 July 2011 and should not be submitted prior to this date. Supporting evidence from Jobcentre Plus must be dated on or after 1 July 2011 and Tax Credit Award Notices (TC602) must relate to financial year 2011/12 (please see overleaf for full details). Should you require assistance to complete your application please telephone (01738) 476218 or enquire at Pullar House Reception, 35 Kinnoull Street, Perth, PH1 5GD.

Qualifying Benefits – Free School Meals

You can submit an application for free school meals for your child(ren) if you are receiving:

- Income Support (IS)*
- **Income Based** Job Seeker's Allowance (IBJSA)*
- Any **income related** element of Employment Support Allowance*
- Child Tax Credit (CTC) but **not** Working Tax Credit (WTC) with a household annual income of less than **£15,860** – please enclose all pages of your current TC602 Award Notice to assess eligibility
- Child Tax Credit (CTC) **and** Working Tax Credit (WTC) with a household annual income of less than **£6,420** - please enclose all pages of your current TC602 Award Notice to assess eligibility
- Support under Part VI of the Immigration and Asylum Act 1999

*If you are between 16 and 18 years old and receive any of these benefits, you can apply for free school meals in your own right.

Please note free school meal entitlement is valid only for the current school year (August to June). A new application is required for each school year.

Claims will not be backdated and entitlement will start from the date valid applications are processed.

Qualifying Benefits - Assistance with School Clothing/Footwear

Education & Children's Services will consider one application per academic year for a grant towards the cost of purchasing essential clothing to enable children, up to the age of 16, to attend school if you are receiving:

- Income Support (IS)
- **Income Based** Job Seeker's Allowance (IBJSA)

How much can I expect to receive?

Parents/carers fulfilling the above criteria will receive £45.00 for each child in Primary School and £50.00 for each child in Secondary School, up to 16 years of age.

Please note only one application will be granted within each school year (August to June).

Children over the statutory school leaving age of 16 years can apply for an Education Maintenance Allowance (contact secondary schools, Pullar House reception or telephone (01738) 476399 for further information).

**TO ENABLE US TO PROCESS YOUR APPLICATION(S) PROMPTLY, PLEASE
SEE INFORMATION OVERLEAF**

- Ensure you complete the information requested in all sections (in black ink). All children (regardless of Perth & Kinross school attended) should be included on the same application form.
- Ensure the application gives details of the person receiving the qualifying benefit and is signed by that person.
- Provide a **full** copy of current written evidence stating which benefit you are receiving (showing the letter date, the applicant's name and current address). If you are applying for free school meals under the criteria of Child Tax Credits and/or Working Tax Credits, your Tax Credits Award Notice (TC602) must relate to the current financial year 2011/12. All other supporting evidence documents (from Jobcentre Plus) must be dated on or after **1 July 2011**. Applications submitted during the school year must have evidence dated 6 weeks or less prior to submission.
- If you are applying for assistance with school clothing/footwear please ensure you have completed the bank/building society mandate details before returning your completed application.
- Submit your application directly to Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

In order to avoid delays please check that all information requested is included with your application. This will assist us to complete processing procedures before school commences in August. Every effort will be made to deal with your application promptly.