



Policy: School Clothing Grants

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Last Updated: November 2018
Review Date: As required

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1. INTRODUCTION

- 1.1 The Education (Scotland) Act 1980 gives the education authority a duty to make provision for the clothing of pupils who would, otherwise, be unable to take full advantage of the education provided at schools under its management.
- 1.2 West Lothian children, five years of age and over, who are awaiting a school place and pupils placed at special education provision outwith the authority are also West Lothian Council's responsibility.
- 1.3 Pupils staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants. Forms and Guidelines on the Education Maintenance Allowance can be obtained from Education Customer Services (tel: 01506 281952 or email EducationCustomerServices@westlothian.gov.uk) and can also be downloaded from www.westlothian.gov.uk - search for education maintenance allowance.

2. ENTITLEMENT

- 2.1 Families in receipt of Income Support, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance who submit a completed application form automatically receive a clothing grant for each pupil of school age.

Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) (with an annual income of **£16,105** or less) are also eligible. Also eligible are families in receipt of Universal Credit where monthly earned income does not exceed £610.

The current grants are £125 for each primary school aged pupil and £135 for pupils of secondary school age.

3. APPLICATIONS

- 3.1 Application forms are available from Education Customer Services (Tel: 01506 281952 or email EducationCustomerServices@westlothian.gov.uk). Schools are supplied with a stock of forms. Forms can also be downloaded from www.westlothian.gov.uk - search for school clothing.
- 3.2 Applicants may pass completed forms to schools or Education Customer Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF
- 3.3 A single application is sufficient for all school-aged children in a family.
- 3.4 Where a form is submitted by an applicant on the basis of receiving Income Support, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance the applicant must either:

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- Produce a current Income Support, Income-Based Jobseekers' Allowance, Employment and Support Allowance (Income Related element) or
 - have the application form stamped by any DWP office, JobcentrePlus or West Lothian Council Advice Shop (Bathgate)
- 3.5 Where a form is submitted on the basis of receiving Working Tax Credit (WTC) or Child Tax Credit (CTC), the applicant must produce the Tax Award Credit letter (Form TC602) showing that their annual income is **£16,105** or less.
- 3.6 Where a form is submitted on the basis of receiving Universal Credit (UC), the applicant must produce a current document or screen print from their online journal showing that monthly earned income does not exceed £610
- 3.7 Accurate confirmation of benefit details is particularly important because awards made on the basis of Income Support, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance can be compared with and may add to base-line statistics on entitlement to free school meals.

4. AWARDS

- 4.1 Eligible applicants will receive a monetary grant at the current rate for each child of school age in the family, aggregated and paid in the form of a bacs payment directly into their nominated bank account.
- 4.2 A grant can be made once for each academic year, and the application forms can be accepted from 01 May each year.
- 4.3 Ineligible applicants will be informed in writing of the reason for refusal and may re-apply at any time if their circumstances change.

Customers with Special Requirements

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 280000**

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ **01506 280000**

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤਰੀਨ ਟੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਤਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਫ਼ਿਰਾ ਕਰਕੇ ਫ਼ਿੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 280000**

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمریائی انٹرپرائزنگ ایڈز اسلیٹنگ سروس سے ٹیلیفون نمبر **01506 280000** پر رابطہ قائم کریں۔

Informacje te mogą być przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem **01506 280000**
