

# application form

## for a school clothing grant 2013/2014

### INFORMATION

You must live in London Borough of Hackney and your child must be in year 7 or starting year 7 from September and attend a local authority school, academy or Hackney academy that has bought into the Clothing Grant Service we provide.

**Some academies have decided not to use our Clothing Grant Service and will have their own clothing grant scheme; we will advise you if this is the case so that you can contact them for further details.**

To qualify you must be in receipt of one of these benefits or tax credits: Child Tax Credit and your yearly income is no more than £16,190, Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Working Tax Credit and your yearly income is no more than £16,190 or the guaranteed part of Pension Credit.

You can apply from May onwards after you receive the secondary school offer letter from the Learning Trust's Admissions Team. Your application will normally be processed in May/June.

The grant is £100 Clothing vouchers which can be exchanged for school uniform at London shops that take part in the scheme. A list of shops will be sent to you with the confirmation letter telling you when to collect your vouchers.

If your child currently gets free school meals at a Hackney school, you do not need to attach any proof of benefit.

You can either post this application form to the address above with photocopies of the proof we have asked for, or bring your documents to our office. The reception is open Monday to Friday between 9 am and 5 pm.

### Parents details (CAPITAL LETTERS)

TITLE: MR  MRS  MISS  MS  OTHER

Last name	
First name	
Middle name	
Date of birth	

National Insurance 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"/>	<input type="text"/>
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Address			
Telephone number		Mobile number	

### Child/children's details

LAST NAME	FIRST NAME	DATE OF BIRTH	NAME OF SECONDARY SCHOOL

## Please tick the income you receive

- Child Tax Credit and your yearly income is no more than £16,190
- Working Tax Credit and your yearly income is no more than £16,190
- The guaranteed part of Pension Credit
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Income Support

## Does your child currently get free school meals at a Hackney School?

- Yes** (you do not need to attach any proof of benefit to this form.)
- No** (you will need to send us one of the following with this form (see below.)

A photocopy of all pages of your HM Revenue and Customs letter, (Child Tax Credit) for the current tax year.

### OR

A photocopy of a letter (not more than six weeks old) from the DWP (Department for Work and Pensions) proving that you receive the benefit ticked above.

### OR

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

## If your child has never had free school meals in Hackney, you must also send us the following.

A photocopy of your child's birth certificate, passport or medical card.

### AND

A photocopy of a letter from the Child Benefit Centre that shows your child's name. If your letter does not show your child's name, you should call the Child Benefit Centre on 0845 302 1444 and ask them for a new letter.

You do not need to send proof of Child Benefit if you send all pages of your HM Revenues and Customs letter (form TC602) as it will show your child's name.

## DECLARATION

*(Please read this declaration carefully before you sign and date it.)*

I understand that:

I declare the following information I have given on this form is correct and complete.

You may give some information to other government organisations if the law allows or requires this.

I may be asked to provide evidence of benefit if you are unable to confirm my entitlement.

My signature:

Date:

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## FOR OFFICE USE

ECS ELIGIBLE  Yes  No      HMRC ELIGIBLE  Yes  No

CHILD	VOUCHER NUMBER	COLLECTION DATE

Officer's signature

Date processed: