

Bank details

Please provide details of your bank or building society account so that any payment for clothing grant can be paid directly into your account. Please note that we cannot make payments into Post Office card accounts

Name of account holder

Name and address of your bank

Postcode

Account Number

Sort Code

Declaration

Please read and sign the declaration below.

Fully completed application forms will normally be processed within 10 working days. However, if the necessary evidence is not included with your application, this will delay the processing of your application, the form may be returned to you and no Free School Meal or other award will be made.

You must inform the Pupil Finance Team immediately if you change address, stop receiving any of the qualifying support payment/benefits or any other circumstance that might affect entitlement to Free School Meals or other pupil benefit.

If your child/children receive a Free School Meal that they are not entitled to, you may be liable to pay for all meals that they have at school. If you have any queries regarding these guidelines please contact the Pupil Finance Team.

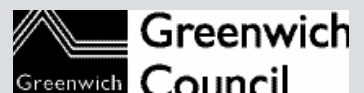
The information provided to the local authority will be used to process the application for Free School Meals and the local authority will contact other sources as allowed by the law to verify initial and ongoing entitlement which will be undertaken on a termly basis.

Applicants are advised that it is a criminal offence knowingly to make an untrue statement or other false representation to obtain a grant, contribution or other financial benefit from the Council. This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Signature of claimant

Date

dd/mm/yyyy



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Proof of benefit(s) received

You must submit proof of your benefits with your application form. Please tick the box or boxes showing the benefit(s) you receive and submit the relevant document(s) as shown in the table below:

| ✓ | Name of benefit | Proof required |
|---|---|---|
| | Child Benefit | All applicants must submit a letter or bank statement showing CHB for all children named on page 2 of this form |
| | Income Support | Letter from DWP less than 2 months old or a recent bank statement |
| | Income-based Jobseekers Allowance | JSA letter less than 2 months old |
| | Employment & Support Allowance | ESA letter less than 2 months old and copy of child tax credit award letter |
| | Child Tax Credit | Child Tax Credit award notice |
| | Pension Credit Guarantee | Letter from Pension Service and copy of child tax credit award letter |
| | Working Tax Credit | A copy of your tax credit award notice |
| | Support under part 6 of the Immigration & Asylum Act 1999 | Current NASS receipt book or letter from Asylum Seekers Team |

This document can be supplied in different formats, for information please contact us:
Telephone: 020 8921 2530 or 020 8921 2570
Email: pandsbenefits@greenwich.gov.uk

Equal Opportunities

We want to make sure all claims are treated fairly. We are asking for this information to help us monitor the way we provide services. You do not have to provide this information if you do not want to. The information you provide will not affect your claim and will be used for internal monitoring purposes only.

What is your ethnic origin? (please ✓)

White:

- British
- Irish
- Gypsy or Roma
- Any other white background

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed:

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

Black or black British:

- Caribbean
- African
- Black Somali
- Any other black background

Chinese or other ethnic group:

- Chinese
- Vietnamese

Any other ethnic group:

(please specify)

Are You?: Female Male

Are you disabled?: Yes No

Is any other member of your family disabled?: Yes No

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Pupil benefits application form

You can use this form to apply for the following benefits from Greenwich Council:

- **Free school meals**
(if your child attends a state-maintained Greenwich school)
- **School clothing grant**
(if you live in Greenwich)
- **School journey grant**
(if your child attends a state-maintained Greenwich school)

Please refer to the Guidance notes on page 2 of this form to decide which grants you are eligible for.

Please ensure you complete your bank details on the back of this form, and sign the declaration.

Please complete all sections and return, together with the necessary documentation either:

By Post to:

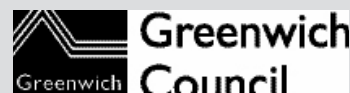
Pupil & Student Finance Section
Riverside House West
Woolwich
SE18 6DZ

Or in person to:

Pupil & Student Finance Section
151 Powis Street
Woolwich High Street
SE18 6JL
Monday to Thursday: 9am - 5pm
Friday: 9am - 4.30pm

How to contact us:

Telephone: 020 8921 2530 or 020 8921 2570
Email: pandsbenefits@greenwich.gov.uk



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Eligibility criteria for pupil benefits

• Free school meals

You need to be receiving one of the following benefits to be eligible to receive free school meals for your child:

- Income Support
- Income-related Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit only, providing you are not receiving Working Tax Credit, with an annual income less than the relevant threshold
- Pension Credit Guarantee and be in receipt of Child Tax Credit
- Support under part 6 of the Immigration & Asylum Act 1999

• School clothing grants and school journey grants

If you are eligible for Free School Meals you will also be eligible for clothing and journey grants.

Even if you are not eligible for Free School Meals you will be eligible for clothing and journey grants if you receive any of the following benefits:

- Working Tax Credit
- Child Tax Credit at a rate higher than the basic family and baby element
- Pension Credit Guarantee if you also get Child Tax Credit at a rate higher than the basic family and baby element
- Support under part 6 of the Immigration & Asylum Act 1999

When and how are School Clothing Grants paid?

The Council's scheme provides for grants to be given at four stages:

- £40 in Reception Year (age 4.5 to 5 years)
- £40 in Year 3 (age 8 years)
- £100 in Year 7 (aged 11/secondary transfer)
- £70 in Year 9 (aged 14 years)

The grants are paid directly into your bank account. You will need to provide your bank details on the appendix to this form.

Which school journeys can I get financial help with?

The Council offers some financial help to eligible families for the board and lodging costs of school outings to the following centres only:

- Townsend Centre, Swanage, Dorset
- Margaret McMillan Centre, Wrotham, Kent
- Tyn'y Berth Mountain Centre, Wales
- Hope Memorial Centre, Braithwaite

You will need to inform your child's school that you are applying for a grant. Any payment due will go directly to the school.