

School Uniform Grant Notes of Guidance

In very exceptional circumstances Essex County Council can provide help towards the cost of purchasing a school uniform.

Am I eligible?

- You must be living within the administrative boundaries of Essex.
- You must be able to demonstrate exceptional circumstances resulting in an enforced home or school move and as such require a new uniform.
- You must receive a qualifying benefit or be in receipt of Free School Meals.

Examples of exceptional circumstances include, but are not exclusive to:

- Enforced re-housing and an associated move of school - e.g. the property being unsafe to live in or the housing association enforcing the move through no fault of your own. A letter from the housing association would be needed as evidence. If there has been any parental choice in the move or you have been deemed intentionally homeless, then you will not be eligible.
- Parent and children in a refuge necessitating a change of school. The location of the refuge or circumstances must lead to the child/ren not being able to reasonably attend the previous school. A letter from the refuge would be needed as evidence.
- Enforced move of school through bullying. The school's anti-bullying process must have been followed. A letter from the headteacher at the previous school would be needed as evidence stating they implemented their anti-bullying process and recommended a change of school.
- Exceptional circumstances requiring the replacement of uniform or the need for additional clothing. Low income alone is not an exceptional circumstance. Qualifying circumstances include fire, flood damage, theft or medical reasons etc. A letter from the relevant service (eg fire service) or a Doctor or Education Welfare Officer would be needed as evidence.

The following are qualifying benefits:

- Income Support
- Income-Related Employment and Support Allowance
- Jobseekers Allowance (**Income Based**)
- Tax Credits with an annual taxable household income under £16,190*
- Pension Guarantee Credit
- Support under Part VI Immigration and Asylum Act 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with an annual income below £7400*.

We would need to see recently dated benefit evidence dated within the last six weeks.

* subject to parliamentary change.

School Uniform Grant Application

Section 1 - PARENT/CARER DETAILS

To be completed by the person in the household claiming the qualifying benefit

Surname:	First Name:
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Preferred Title: Mr/Mrs/Ms/Miss	Relationship to pupil/s:
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National Insurance number or National Asylum Seekers Reference 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"/> <input type="text"/>	Your Date of Birth Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
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Address..... Postcode.....

Contact Telephone Number:

Email address:

Section 2 - PUPIL/S DETAILS

Surname	First Name	Date of Birth	School Attended
		D M Y	
		D M Y	
		D M Y	
		D M Y	
		D M Y	

Does your child/ren receive Free School Meals? Yes No

Section 3 - PAYMENT DETAILS

If you are entitled to a School Uniform Grant we will make the payment direct to your nominated bank account within 10/15 working days of entitlement. Please complete your details below. Once payment is made your bank details will be destroyed.

Payee name (BLOCK CAPITALS):

Account Number:	Sort Code:
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Section 4 - SUPPORTING STATEMENT

Please state your reason for applying for a School Uniform Grant:

**YOU MUST PROVIDE EVIDENCE TO SUPPORT YOUR APPLICATION
IF NO EVIDENCE IS PROVIDED YOU WILL BE REFUSED**

School Uniform Grant

Notes of guidance and application form

Section 5 - DECLARATION BY PARENT/CARER

I confirm that the information I have given is correct. I understand the Council may make enquiries to check the information that I have given on this form. I confirm that I am responsible for all children named on this form and that they live with me.

Signed:

Date:

Before you return your form please check you have provided the following:

Have you completed all sections of the application and signed the declaration?

Have you enclosed supporting evidence to support your application?
(If you do not provide supporting evidence your application will be refused)

Have you enclosed recent benefit evidence?

Please return your completed application to:

Education Transport and Awards
PO BOX 4261
Chelmsford
CM1 1GS

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Essex County Council

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