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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 Support Services (tel: 01506 281952 or email ema@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 or Employment and Support Allowance – Income Related who submit a completed application form automatically receive a clothing grant for each pupil of school age. The current grants are £47 for each primary school aged pupil and £55 for pupils of secondary school age.

Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) (with an annual income of **£15,276** or less) are also eligible.

- 2.2 Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances.

3. APPLICATIONS

- 3.1 Application forms are available from Education Support Services (Tel: 01506 281952 or email SchoolClothGrant@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 Support 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 or Income-based Jobseekers' Allowance, the applicant must either:
- Produce a current DWP Income Support, Jobseekers' Allowance or Employment and Support Allowance – Income Related assessment letter; 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 **£15,276** or less.
- 3.6 School staff will carefully scrutinise forms submitted to them and record in the "Official Use" area of the form:
- the date on which a current assessment letter was seen (letter must be dated within 6 months of the date of application); *and*
 - their own initials
 - the School's official stamp
 - In the case of WTC & CTC ,a copy of the TC602 must be taken and attached to the application.
- 3.7 Accurate confirmation of benefit details is particularly important because awards made on the basis of Income Support, Income-based Jobseekers' Allowance or Employment and Support Allowance – Income Related can be compared with and may add to base-line statistics on entitlement to free school meals.
- 3.8 Forms submitted on the basis of other benefits should also be annotated appropriately by School staff but the outcome of the application will depend on a report from the Children and Young People Team on the family's circumstances.

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 crossed cheque.
- 4.2 Cheques may be cashed at selected branches of the Bank of Scotland. Details of branches and opening times are shown on current clothing grant application forms.
- 4.3 Twelve months must normally elapse before another grant will be paid in respect of the same pupil. However, grants due to be paid at any time in the Autumn term will be brought forward to July on application from a parent with a new pupil entering P1 or transferring from P7 to S1 in August.
- 4.4 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

Information is available in Braille, on tape, in large print and community languages.

Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.

الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 0131 242 8181

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਚੁਰੀਨ ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸੰਪਰਕ ਕਰੋ: 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔ براؤسر بائی انٹر پرائیٹنگ آئیڈیز ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔

Informacje te mogą być przekazane na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.

Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 0131 242 8181.

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