

Application Form

Free School Meals / School Clothing Grants / School Journey Grants

Eligibility criteria for pupil benefits

Free school meals

To claim Free School Meals you must claim one of the following benefits:

- Employment and Support Allowance (Income Related)
- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (NOT Working Tax Credit), and annual income below the relevant threshold
- Support under Part 6 of the Immigration Asylum Act 1999
- Pension Credit Guarantee and be in receipt of Child Tax Credit above the basic family element

If your child attends a school outside Royal Greenwich, you need to apply to the borough in which their school is situated

School clothing grant (Royal Greenwich residents only)

To claim School Clothing Grants you must claim one of the following benefits:

- Employment and Support Allowance (Income Related)
- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (at a higher rate than the basic family element)
- Working Tax Credit
- Pensions Credit Guarantee and be in receipt of Child Tax Credit above the basic family element

Clothing Grants are given at four stages:

- Reception Year (age 4.5 – 5 years)
- Year 3 (age 8 years),
- Year 7 (age 11 years)
- Year 9 (age 14 years)

School Journey grant (Royal Greenwich Schools only)

To claim School Journey Grants you must claim one of the following benefits:

- Employment and Support Allowance (Income Related)
- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (at a higher rate than the basic family element)
- Working Tax Credit
- Pensions Credit Guarantee and be in receipt of Child Tax Credit above the basic family element

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

Townsend Centre, Swanage, Dorset
Tyn'y Berth Mountain Centre, Wales
Bryntysilio, Wales

Margaret McMillan Centre, Wrotham, Kent
Hope Memorial Centre, Braithwaite

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

ALL CLAIMANTS MUST ALSO BE IN RECEIPT OF CHILD BENEFIT

Fairness and Equal Opportunities

The Council wants to make sure all claims are treated fairly.

To help us do this, please answer the following questions. This information will not affect your claim.

How would you describe your ethnic origin (please ✓)

White:

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

Black

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

Chinese or other ethnic group:

- Chinese
- Vietnamese

Mixed:

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

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

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

Please tick the appropriate boxes to indicate the benefits you are currently receiving:

- | | |
|---|---|
| <input type="checkbox"/> Child Benefit | <input type="checkbox"/> Working Tax Credit |
| <input type="checkbox"/> Employment and Support Allowance
(Income Related) | <input type="checkbox"/> Child Tax Credit |
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Pensions Credit
(if in receipt of Child Tax Credit at
a higher rate than the basic family element) |
| <input type="checkbox"/> Income Based Job Seekers Allowance | <input type="checkbox"/> Support under Part 6 of the Immigration
Asylum Act 1999 |
| <input type="checkbox"/> Child Tax Credit (at a higher rate than the basic
family element) | |

Please complete all sections and return by post, or in person to:

Pupil Benefits Section
2nd Floor
The Woolwich Centre
35 Wellington Street
Woolwich

London SE18 6HQ

Telephone: 020 8921 5551

Email: pandsbenefits@greenwich.gov.uk

About yourself and your family

Are you (please ✓): Single Divorced Separated Widowed

Married or in a civil partnership/living with someone as though you are married or in a civil partnership

	Claimant	Partner (if applicable)
Title	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
First Name(s)	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
National Insurance No.	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
Telephone No.	<input type="text" value="Home"/>	<input type="text" value="Work (if applicable)"/>

No support is provided by the council for any child who attends an Academy. Academies are state-maintained but independently-run schools in England. They are not under local authority control. You would need to speak to the Academy to see what, if any financial assistance, they might offer.

Your Children

Surname	First name	Date of birth	Boy /Girl	School this child attends	Your relationship to this child ie mother or father	Do you claim Child Benefit for this child?
		dd/mm/yy				

PLEASE COMPLETE THE BACK PAGE AND SIGN AND DATE THE DECLARATION (overleaf)

Have you made a previous claim to Royal Greenwich for Pupil Benefits? Yes No

Have you moved home in the last 12 months? Yes No

If yes, please state your previous address

If you do not live in the Royal Borough of Greenwich, please state which Borough you live in

Bank details

Only provide bank details if you live in the Borough of Greenwich

Name of account holder

Name and address of your Bank/Building Society (Please note we cannot make payments into post office accounts)

Postcode

Account Number

Sort Code

Declaration

Please read and sign the declaration below.

You must inform the Pupil Benefits 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(s) 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 Benefits Team.

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