



**Policy: School Clothing Grants**

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Service: Anti-Poverty Service  
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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 Applications can be accepted for West Lothian children from primary 1 up to the school leaving age. 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. Information can be found at [www.westlothian.gov.uk/ema](http://www.westlothian.gov.uk/ema)

**2. ENTITLEMENT**

- 2.1 Families in receipt of Income Support, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance who submit a completed application form automatically receive a clothing grant for each pupil of school age. Families will also be eligible if they receive Council Tax Reduction. The current grants are £150 for each primary school aged pupil and £180 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 **£19,995** or less) are also eligible.

Families in receipt of Universal Credit where monthly earned income does not exceed **£1,666**

**3. APPLICATIONS**

- 3.1 Apply online at [www.westlothian.gov.uk/mealsandclothing](http://www.westlothian.gov.uk/mealsandclothing)
- 3.2 If you are unable to apply online please speak with your child's school or email [EducationBenefits@westlothian.gov.uk](mailto:EducationBenefits@westlothian.gov.uk)
- 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, Income-based Jobseekers' Allowance, or any Income Related element of Employment and Support Allowance the applicant must produce a current document or in some but not all instances supply a screenshot or photo from their bank statement.
- 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 pages 1 to 4 of the Tax Award Credit Notice or Annual Review showing that their annual income is **£19,995** or less.

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- 3.6 Where a form is submitted on the basis of receiving Universal Credit (UC), the applicant must produce a current document or screen print from their online journal showing all information for that period and in particular showing all deductions for the period.
- 3.7 Accurate confirmation of benefit details is particularly important because awards made on the basis of Income Support, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance can be compared with and may add to base-line statistics on entitlement to free school meals.

#### **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 bacs payment directly into their nominated bank account.
- 4.2 A grant can be made once for each academic year, and the application forms can be usually be accepted from 01 June each year.
- 4.3 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

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هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.  
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 280000**

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এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ **01506 280000**

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤਰੀਨ ਟੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ਿਖਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 280000**

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یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔  
براؤمر بانی انٹرپرائزنگ ایڈز اسلیٹنگ سروس سے ٹیلیفون نمبر **01506 280000** پر رابطہ قائم کریں۔

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Informacje te mogą być przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.  
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem **01506 280000**

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