**Swakeleys School For Girls**

**School Uniform Application Grant Application Form Guidance Notes**

**Overview**

The purpose of the School Uniform Grant is to provide financial support to Parents/Carers who have difficulties in paying for school uniform for their daughter.

It is a discretionary grant and if awarded, we would expect any items that your daughter has outgrown to be donated back to the school for use in our “nearly new “shop.

**Eligibility**

The school will consider applications from Parents/Carers who fall into the categories below :

a)Parents/Carers who are in receipts of benefits that entitle them to receive Free School Meals namely :

* Income Support
* Income based jobseekers Allowance
* Employment and Support Allowance
* Universal Credit
* Guarantee element of State Pension Credit
* Child Tax Credit
* Support under Part V1 of the Immigration and Asylum Act 1999

 Parents/Carers who are receipt of State Benefit are required to submit proof in letter format together with their application form which shows

* That the benefit has been awarded within the last six months
* The address of the Parent/Carer

b)Parents/Carers who are experiencing financial hardship and have a family income less than £17, 000 per year are eligible to submit an application for a school uniform grant. A letter setting out their circumstances must accompany their application form.

**Application Process**

The Application form and supporting evidence needs to be submitted either by email to the following address schooluniformgrant@swakeleys.org.uk or in a sealed envelope addressed to the Business Manager, Helen Manwaring.

The Application and supporting documentation will remain confidential at all times.

Applications for a school uniform grant may be made at any time during the academic year. Where a grant has been made in an academic year and there has been a change of circumstances, the school may consider additional applications to meet the needs of the pupil.

**School Uniform Grant Application Form**

Please complete all sections relevant to your application in capital letters

|  |  |
| --- | --- |
| Parent’s/Carer’s full name: |  |
| Address:Postcode: |  |
| Home phone number: |  |
| Mobile number(s): |  |
| Email address: |  |
| Name of child you are claiming for (name and surname) |  |
| Registration group: |  |
| Grounds of Application *In receipt of qualifying benefits :**Please tick** *Income Support*
* *Income based jobseekers Allowance*
* *Employment and Support Allowance*
* *Universal Credit*
* *Guarantee element of State Pension Credit*
* *Child Tax Credit*
* *Support under Part V1 of the Immigration and Asylum Act 1999*

Other grounds*Please specifiy* |  |

**Clothing Required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **Tick if needed** | **Number** | **Size** |
|  **School Uniform** |
| Blazer  |  |  | N/A |
| Shirts (pack of 2) |  |  | N/A |
| Jumper |  |  | N/A |
| Skirt |  |  |  |
| Trousers  |  |  |  |
| PE Kit |
| Polo Shirt |  |  |  |
| Black Shorts |  |  |  |

I (Parent’s / Carer’s full name)

 ……………………………………………………………………..

certify that I have provided all relevant supporting proof and that the information provided is true. I understand that false information will result in this application being refused.

Date:

**For Office use only:**

|  |  |
| --- | --- |
| Date received: |  |
| Approved by (name and date): |  |
| Items approved: |  |
| Reasons for grant rejection: |  |
| Business Manager’s signature: |  |