

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 receipt 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 VI 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 Director of Operations and Compliance, Suzanne Stevenson.

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:	
<p>Grounds of Application</p> <p><i>In receipt of qualifying benefits :</i></p> <p><i>Please tick</i></p> <ul style="list-style-type: none"> • <i>Income Support</i> • <i>Income based jobseekers Allowance</i> • <i>Employment and Support Allowance</i> • <i>Universal Credit</i> • <i>Guarantee element of State Pension Credit</i> • <i>Child Tax Credit</i> • <i>Support under Part VI of the Immigration and Asylum Act 1999</i> <p>Other grounds</p> <p><i>Please specify</i></p>	

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)

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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:	
Director of Operations and Compliance signature:	