



**Buttershaw Business & Enterprise College**  
**Application for Secondary School Uniform Grant**  
**School Year 2019 – 2020**

Families in receipt of Free School Meals may be eligible for a school uniform grant. If you are unsure as to whether you qualify, please read the qualifying criteria overleaf and complete the form below.

Please read the guidance notes overleaf.

**Claimant's Details**

If this claim is eligible for payment, a voucher will be issued for £26.00 (per entitled child) to the person named below. Please ensure that your details are written clearly.

Mr  Mrs  Miss  Ms

Surname: \_\_\_\_\_

Forename: \_\_\_\_\_

Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Child's Details**

First name and surname	Date of Birth	Year group from Sept 2019

**Declaration by Claimant:** I certify that the information and evidence provided on, or with, this form is correct. I agree that Buttershaw Business & Enterprise College may make further checks to validate this claim. Any voucher received must be spent on school uniform for the child/ren named here.

**Signed:** \_\_\_\_\_ **Parent/Carer**      **Date:** \_\_\_\_\_



### Guidance Notes:

- 1) Secondary school uniform grants (and free school meals) are available to children whose parents/carers receive one or more of the following support payments:
  - Income Support (IS)
  - Income Based Job Seekers Allowance (IBJSA)
  - An income related Employment and Support Allowance (ESA ir)
  - Support under Part VI of the Immigration and Asylum Act 1999 – *Parents will need to apply directly to school or call Education Services on (01274 439393).*
  - Child Tax Credit, provided parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC.  
*(Where applicant is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals).*
  - Guarantee element of State Pension Credit.
  - Universal Credit - *As Universal Credit is rolled out – further eligibility rules will exist.*
- 2) No other category of support payment or combination of Tax Credits qualifies for secondary school uniform grant.
- 3) Children must be in school from September 2019.
- 4) Only one payment can be made for the school year September 2019 to July 2020.
- 5) Applications will be accepted between 1 June 2019 and 15 July 2020.
- 6) Vouchers will be made payable to the person named as claimant overleaf.
- 7) Evidence of receipt of benefit as shown in note 1 will be required before the claim can be paid. HMRC's Tax Credit Award Notice (TC602) is the required documentation for parents to claim under the Tax Credit criteria.

**Please return your validated form to Student Reception**

### For School Use Only

Checked by: \_\_\_\_\_

Validated by: \_\_\_\_\_

Voucher Number: \_\_\_\_\_