

City of London School Clothing Grant Policy v2



REVISION HISTORY

Version	Revision Date	Status	Summary of Changes
V2	September 2022	FINAL	Changes to reflect a review of the current policy

DISTRIBUTION

Name	Title	Date of Issue
Chris Pelham	Assistant Director People Service	12/01/23
Theresa Shortland	Head of Education and Early Years Service	12/01/23
Children's Service Management Team (CSMT)	People Service	12/01/23
Websites	FYI Directory and Main website	12/01/23

Approved by Assistant Director,

People Service on: 12/01/2023

Review date: Annually in line with a local review and recommendations

Review responsibility: Head of Education and Early Years' Service

Overview

This policy provides financial assistance towards the cost of school clothing and footwear for families on low income living in the City of London (City).

The grant will be available once every academic year to low-income families who have children attending a maintained primary or secondary school (Reception to Year 11).

Applicants must meet **all** the criteria listed below to be eligible; eligibility criteria for the grant are as follows:

1) Agreed School Uniform

The pupil's school must have an agreed school uniform or agreed Physical Education (P.E) Kit that is part of the school's dress code.

2) Residence

Both the applicant and child must be resident in the City at the time of application to be eligible. Proof of residence should be provided at the time of application.

3) Low income assessment

3.1 The family must be in receipt of one of the qualifying means tested benefits listed under the national Free School Meals criteria, which currently includes:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided the applicant is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after the applicant no longer qualifies for Working Tax Credit
- Universal Credit - if the application was made on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits you get).

3.2 The grant will be paid to the parent / carer receiving the support payment and must be used to buy uniform and footwear approved by the school.

4) Proof of school attendance

The applicant must submit a letter from the school confirming child details and start date.

5) When can the clothing grant be claimed?

5.1 The application process will start from May to July each year and payment will be made during August, in time for the start of the new academic year.

5.2 Children and young people must be attending a maintained school from Reception to Year 11 in the new academic year.

5.3 Late applications may result in the application not being processed.

5.4 Applicants applying for places in-year must apply for the grant within two months of receiving a school offer.

6) Funding Amounts

6.1 If a school does not have an agreed school uniform or P.E. Kit, then funding will not be available.

6.2 Eligible claimants whose children will be attending a primary school that has an agreed school uniform will receive a payment of £60.

6.3 Eligible claimants whose children will be attending a secondary school that has an agreed school uniform will receive a payment of £160.

6.4 If a primary or secondary school does not have an agreed school uniform but has a P.E. kit as part of the school's dress code, then eligible claimants will receive a one-off payment to the value of a standard P.E. kit.

7) Proof of benefit

Applicant details will be checked against the Department for Education's Eligibility Checking System. If the applicant is receiving one of the qualifying benefits their details will be matched on the database. If their details do not match the database, this means that they may not be entitled to free school meals, therefore not entitled to clothing grants.

8) Re-assessing eligibility

The City will re-assess eligibility if the applicant disagrees with the outcome of the eligibility checking system;

8.1 If in receipt of Child Tax Credit, the applicant must provide a copy of their latest HMRC Tax Credit award notification; or

8.2 If in receipt of any other qualifying benefit, the applicant must provide a letter (no more than three months old) from the benefits agency confirming

entitlement.

9) Changes to clothing grant criteria and grant amount

9.1 The budget will be reviewed each year and recommendations made to adjust the grant if required to ensure that the budget is affordable and reflects current demand

9.2 If the Department for Education changes the means tested benefits to the free school meals criteria, the means tested benefits listed in Section 3.1 will be modified to reflect the change. This means that the family must be in receipt of one of the means tested benefits listed in the new criteria

10) Appeals

Appeals must be made to the Head of Education and Early Years' Service outlining the reasons for appeal, including any supporting documentation. The Head of Service will aim to respond within 10 working days of receiving an appeal.