



Combined application form for Free School Meals and School Clothing Grant – Support Guide

Free school meals are provided to all pupils whose parents/carers/guardians get one of the following benefits:

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105
- Both Child Tax Credit and Working Tax Credit with an income of up to £7,500
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £625

Clothing grants will be paid to parents/carers whose children attend a school managed by the East Dunbartonshire Council and who get one of the following benefits:

- Income Support or Jobseekers Allowance (Income Based)
- Housing Benefit and/or Council Tax Reduction Employment and Support Allowance (Income Related)
- Universal Credit where the monthly earned income does not exceed £625
- Working Tax Credit with a household income no greater than £16,105
- Child Tax Credit only with an annual income of less than £16,105
- Asylum Seeker, receiving support under Part VI of the Immigration Act 1999

Eligible pupils attending Secondary School will receive £150 (Session 2021-2022)

Accessing the application form

Before you begin your application, make sure you have the following details to hand:

- Your EDC log in details - only needed **if you already have an online account** (you can complete your application without an online account)
- Your personal details including your National Insurance Number
- Proof of your benefit entitlement - you will need an electronic copy or photograph of this
- Your bank account details – bank address, post code, sort code and account number

Beginning your application

Click on the following link to take you directly to the EDC online application form—

<https://www.eastdunbarton.gov.uk/residents/schools-and-learning/school-meals/free-school-meals>

If you already have an online account with EDC, you can log into this here before continuing on to your application form. **Please note, an account is not required in order to complete your application. Click the grey 'Application form' button to take you directly to the application form.**

Residents > Apply For > Free school meals > Free school meals

Free school meals

From January 2015 all P1-P3 pupils are entitled to a Free School Meal, and this provision is being expanded to include all P4 pupils from August 2021 and P6 pupils from January 2022.

Free school meals are also provided to all other pupils whose parents/carers/guardians get one of the following benefits:

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105
- Both Child Tax Credit and Working Tax Credit with an income of up to £7,500
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £625

Making an Application: School session beginning August 2021/22

You can apply for free school meal, free early years meal and school clothing grant on one simple online form which you should complete for all children in your household. You should upload scans or photos of all the supporting documentation required as evidence of your eligibility, so that your entitlement can be verified and the application processed.

Once you have submitted your application you will receive a confirmation email and a reference number which should be used in all correspondence.

Please submit this online application form, with all supporting documentation:

Application form

Please note: There is now just one combined online form for all free school meal, free early years meal and School Clothing Grant applications.

Please be aware, you can only submit one application per household, so it's important that you haven't already submitted an application.

You can add multiple children to your application, but it's important that each child is only included in one application. For example, if a child's parents have separated, the parents must agree between them on who will claim Free School Meals and School Clothing Grant on behalf of the child.

Section 1 - Start

The first page of your application will look like this.

School Clothing Grants & Free Meals 2021/22

Start Page 2 Page 3 Page 4 Page 5 Preview Complete

Introduction

You can use this form to submit **one application per household** for Free Early Years Meals, Free School Meals and School Clothing Grants for 2021/22 for all stages from Early Years through to Secondary. In order for us to process your application, please make sure you provide the required information for **all** the children you are applying for.

Please note:
The fields marked with an * are mandatory and must be completed to allow you to progress through the form.
You will be required to upload **all** pages of your supporting documentation.

To be completed by parent/carer/guardian

You must read the declaration carefully as it outlines your responsibilities

- I declare that the information given is a true and complete statement and I have not withheld any information relevant to my application
- I understand if I give false information I may be prosecuted
- I understand that East Dunbartonshire Council may check the information I have given on this form and may, at any time, request to see the original documents
- I confirm that any documents I have uploaded are scanned copies/photographs of the original documents and have not been modified in any way, I agree to submit the original documents if requested
- I confirm that I will inform East Dunbartonshire Council of any change in circumstance which may affect my entitlement to free meal

You are required to complete the following declaration in relation to your application. This tells us that you have read and understood the guidance information. *
(This field is required)

I confirm that I have read and understood the guidance information provided

Please read the full declaration details and accept the declaration in relation to your application. You should then hit the 'Next page' link at the bottom left of the page.

Page 2 – Your details

Enter in your own details as the parent/carer/guardian making the application. You will need to enter the following details:

- Full name
- Home address, including post code
- Mobile phone number
- Email address
- Date of birth
- National Insurance Number
- Your relationship to the child on the claim (parent, carer or guardian)

You will be unable to proceed with your application without all of these details. Please ensure you have these to hand before you begin filling in the application form.

Please note, if you are applying with a partner, you will be required to submit their name and National Insurance Number. By partner, EDC mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

Page 3 - Child's details

You must input the following details for your child:

- Full name
- Address
- Date of birth
- Type of application – Free School Meals, School Clothing Grant or Free School Meals & School Clothing Grant
- Name of your child's school (Lenzie Academy)
- School stage (S1-S6)

You will be required to submit this information for all children that you wish to add to your application.

At this stage, you will also be required to give information about your circumstances to show that you are eligible to make this application:

Free School Meals & School Clothing Grant Benefit/Credit Details

Which statement(s) best match your circumstances? (Please choose all applicable) *

(This field is required)

- I receive Income Support or Jobseekers Allowance (Income Based) (This does entitle you to a Free School Meal and a School Clothing Grant)
- I receive Housing Benefit and/or Council Tax Reduction (This does not entitle you to a Free School Meal but will entitle you to a School Clothing Grant)
- I receive Employment and Support Allowance (Income Related) (This does entitle you to a Free School Meal and a School Clothing Grant)
- I receive Universal Credit where the monthly earned income does not exceed £525 (This does entitle you to a Free School Meal and a School Clothing Grant)
- I receive Both Child Tax Credit and Working Tax Credit and my income for the previous tax year is less than £7,500 (This does entitle you to a Free School Meal and a School Clothing Grant)
- I receive Working Tax Credit and/or Child Tax Credit and my income for the previous tax year is less than £16,105 (This does not entitle you to a Free School Meal but will entitle you to a School Clothing Grant)
- I receive Child Tax Credit only with an annual income of less than £16,105 (This does entitle you to a Free School Meal and a School Clothing Grant)
- I am an Asylum Seeker, receiving support under part VI of the Immigration Act 1999 (This does entitle you to a Free School Meal and a School Clothing Grant)

You can select more than one statement in order to best represent your personal circumstances.

Page 4 - Proof of entitlement

For this section, please ensure that you have a copy of your most recent benefit award letter as you are required to upload a copy of this:

Add a new file

Choose File No file chosen Upload

- Files must be less than 5 MB
- Allowed file types: gif jpeg jpeg png bmp eps tiff pict psd txt rtf odf pdf doc docx ppt pptx xls xlsx

If you do not have an electronic copy of your letter and you are completing your application using a smartphone, you can take a picture of your award letter and upload this here.

Page 5 - Bank details

You will need the following information:

- Bank name (e.g. Bank of Scotland, Virgin Money, etc.)
- Branch address, including post code
- Sort code
- Account number

If you are applying for a School Clothing Grant, this money will be paid directly into your bank account.

**If you have any questions about your application, or are having any problems completing this, please contact Miss Provan, acting Principal Teacher Pupil Equity for support with your application via the school email address:–
office@lenzieacademy.e-dunbarton.sch.uk**