

## Application form for Free School Meals and Uniform Grant

Please read the notes before filling in the form

Any personal data entered on this form may be held on computer files

### Notes on Completing Form SA1

**General** — Form SA1 must be completed by a parent/guardian if they wish to claim Free School Meals or a Uniform Grant for their child(ren). The form must be completed by the parent/guardian who is in receipt of Income Support / Jobseeker's Allowance (Income Based) / guarantee element of state pension credits or Child Tax Credit only (Working Tax Credit is not an entitlement)

Evidence of Benefits need to be seen by the Awards and Benefits Section at Thurrock Council with initial application.

**Free School Meals** are available to pupils whose parent(s)/guardian are in receipt of the benefits stated above.

The Awards and Benefits Section must be informed immediately when a claim for Income Support / Jobseeker's Allowance (Income Based) Child Tax Credit has stopped, as you will no longer be entitled to Free School Meals. You will have to repay the money for any meals taken after the benefit has been withdrawn.

If you are claiming Free School Meals only you should not complete question's 9,10 and 12 of this form.

A **Uniform Grant** is payable to a parent/guardian if they are in receipt of benefits stated above and have a child or children of secondary school age.

Uniform Grants can be paid twice for pupils in Secondary School. This can be paid in Years 7 and 9 or 10, or in Years 7 or 8 and 10. A payment will not be made two years in a row.

If you are claiming a Uniform Grant only you should not complete question 8 of this form. Question 12 will only need to be filled in if you do not have a bank/building society account.

OFFICE USE ONLY	
Name	
Ref No.	
Start Date	
End Date	
Logos	
UG	
All Payee	
Info Letter	

Please tick the box(es) below to state whether you are claiming Free School Meals and/or a Uniform Grant

**Free School Meals**

**Uniform Grant**

1. Parent's/Guardian's Surname

2. Initials

3. State title Mr  Mrs  Miss  Ms

4. National Insurance Number  Date of Birth

5. (a) Home Address   
  
  
  
 Post Code

(b) Telephone Number (including STD code)

**Please turn over**

6. Details of children under 17 years of age who are at school

SURNAME	FIRST NAME	Date of Birth			Name of School or College
		Day	Month	Year	

7. Are you in receipt of :
- (a) Income Support Yes  No
  - (b) Jobseeker's Allowance (Income Based) Yes  No
  - (c) Child Tax Credit Only (Total income must not exceed £16,040) Yes  No
  - (d) Pension Tax Credit
8. Have you previously received Free School Meals from Thurrock Council ? Yes  No

**If you receive Working Tax Credit, you are NOT entitled to Free School Meals or Uniform Grants.**

If Yes, please state:  
 (a) the end date of the claim  (b) the reference number

9. Are you claiming a Uniform Grant for a pupil at Secondary School ? Yes  No

If Yes, please state ;  
 (a) which pupil(s) you are claiming for ?   
 (b) the Secondary School(s) they are/will be attending ?

10. Have you received a uniform grant before? Yes  No

If Yes, please state ;  
 (a) which pupil(s) you received it for ?   
 (b) when did you receive it ?

**11. Declaration**

I certify that the information is to the best of my knowledge correct. I agree that, should my child fail for any reason to attend the school for any part of any term in the period covered by the award or should I cease to live in the Council's area, I will notify Thurrock Council immediately.

I authorise Thurrock Council to make enquiries about the validity of the information provided on this form and other central and/or local government bodies, as deemed appropriate by the Authority and hereby consent to the disclosure of any information sought in accordance with the foregoing for the purposes of the Data Protection Act 1998.

Parent/Guardian Signed  Date

Full Name

**12. Uniform Grant Payments**

Uniform Grants are paid in the form of a crossed cheque made payable to the applicant (the person receiving the benefit). **This cheque can only be paid into a bank/building society account.**

If you do not have a bank/building society account you can nominate someone who is willing to cash the cheque through their account. The cheque will be sent to your home address but made payable to the nominated person. To do this please state:

(a) Nominee's Surname  (b) Nominee's Initials

(c) Nominee's title Mr  Mrs  Miss  Ms

(d) Applicant's Signature  Date

The completed form should be sent to : **Awards and Benefits Section  
 Civic Offices  
 New Road  
 Grays  
 RM17 6SL**