

# **Pembrokeshire County Council Cyngor Sir Penfro**



## **Finance & Leisure Department Revenue Services**

### **Discretionary School Clothing Grants Policy**

April 2012

# **Policy on the Provision of School Clothing Grants in Pembrokeshire**

## **Introduction**

All Pembrokeshire Secondary Schools have a uniform which pupils are required to wear. Most Pembrokeshire Primary Schools have adopted a uniform although parents are not obliged to ensure a child attends Primary School in a uniform. Most however chose to do so.

A Local Authority (LA) is given powers to provide financial assistance to parents in accordance with 5510(3) Chapter 11 part IX of the Education Act 1996 as amended by section 14 of the Education Act 2002. The discretionary grant is awarded for the provision of essential school uniform only. In exceptional circumstances assistance is given to provide footwear. The Authority does not provide assistance towards the purchase of sportswear.

## **Public Information**

Pembrokeshire LA provides information on clothing grants in Secondary School brochures. Information is also available at school open evenings. In addition, details are available via Pembrokeshire County Council's website.

Application forms and information sheets are available from the Revenues Services, County Hall, Haverfordwest, 01437 776673

## **Eligibility for Grant**

1. Parents and children should be residents of Pembrokeshire though children may attend school in another Authority.
2. The child is a Secondary School pupil of compulsory school age though in exceptional circumstances and, at the discretion of the Manager of the Pupil Support Service or Principal Revenues Officer, a grant may be awarded to a child who does not meet this criteria.
3. The claimant is in receipt of Income Support, Income Based Job Seekers Allowance, Working Tax Credit or Income Related Employment and Support allowance (IR). Applicants must provide current proof of their entitlement to benefits.
4. Claimants must complete an application form each year a request is made for assistance. Each application form has a declaration, which the applicant is required to sign and date, as confirmation that the information provided is a correct statement of circumstances.
5. One fixed rate grant is provided for each eligible child per academic year.

## **Current Grant Payments**

Year 7 Pupil	£46
Year 8 Pupil	£28
Year 9 Pupil	£34.40
Year 10 Pupil	£34.40
Year 11 Pupil	£23

## **Procedures Points**

1. Applicants are processed by Revenue Staff on the basis of the above eligibility criteria. Pupil Support Officers undertake further enquiries if it is unclear that the applicant meets the criteria or if the applicant is requesting a grant because of special circumstances.
2. The LA maintains records of all claims, the records contain details of the applicant's name, address, supplier used and value of the award. These figures are collated annually and used in conjunction with admissions figures to forecast a projected expenditure for the year ahead. The records also serve as a mechanism to ensure that claimants cannot make multiple applications.
3. Successful applicants are entitled to a fixed rate payment which varies according to the age of the child.
4. Applicants are provided with a list of approved suppliers, from whom essential uniform may be purchased. Applicants are required to indicate the preferred supplier on the application form. If an applicant has omitted to do this the member of staff assessing the application will select an appropriate supplier from the list.
5. The approved supplier list is reviewed annually. Each Pupil Support Officer contacts existing suppliers in the area and visits and assesses any new supplier wishing to be added to the list.
6. Applicants who are not entitled to a grant are sent a letter outlining the reason for the rejection.
7. Successful applicants are sent an official order. As a minimum requirement, orders detail the supplier, name and address of claimant, details of child/children and value of grant per child.  
Responsibility for checking and certifying suppliers invoices rests with the Office Support Section and the following checks are undertaken by staff prior to approval:
  - a. No previous payment has been made
  - b. The value of the grant excluding VAT has not been exceeded
  - c. The invoice details match the copy order
  - d. The invoice is for essential school uniform only and is arithmetically correct

## **Regulation and Accountability**

The School Clothing Grant system has been approved by Pembrokeshire's Internal Audit Service who will continue to monitor it. This policy was approved by Pembrokeshire County Council and will be subject to review.