

Data Label: PUBLIC



**BENEFITS AND FINANCIAL SUPPORT TEAM  
ANTI-POVERTY SERVICE**

**POLICY ON SCHOOL CLOTHING GRANTS  
2026-2027**

Approved:

Next Review date: May 2027

**Table of Contents**

- 1. Introduction..... 3
- 2. The Financial Assessment Process ..... 3
- 3. How much will be paid?..... 3
- 4. How to apply ..... 3
- 5. Enquiries, Reviews and Complaints ..... 4
- 6. Related Legislation and West Lothian Council Policies ..... 4
- 7. Updates..... 4

## 1. Introduction

Under the **Education (Scotland) Act 1980**, local education authorities are required to provide clothing assistance to pupils who would otherwise be unable to make full use of the education available in schools they manage.

Applications are open to children in West Lothian from Primary 1 through to school-leaving age. This also includes pupils placed in specialist education settings outwith the authority, as these remain the responsibility of West Lothian Council.

Students who continue in education beyond the statutory school-leaving age are considered to have their clothing support needs met through the Education Maintenance Allowance (EMA) and are therefore not eligible for clothing grants. Further information is available at [www.westlothian.gov.uk/ema](http://www.westlothian.gov.uk/ema)

## 2. The Financial Assessment Process

Families in receipt of the following benefits will be eligible for a School Clothing Grant in the 2026/2027 Academic Year:

- Income Support
- Pension Credit
- Income-based Jobseekers' Allowance
- any Income Related element of Employment and Support Allowance
- Universal Credit where monthly earned income does not exceed £1,851
- Council Tax Reduction (not discount)

Families can also be considered for a School Clothing Grant if they receive support under

[Part VI of the Immigration and Asylum Act 1999](#)

The Director of Finance and Property Services has delegated authority to amend the qualifying criteria in line with benefit uprating. For applicants receiving Universal Credit, this enables income thresholds to be increased by the same percentage as the rise in the National Living Wage.

## 3. How much will be paid?

The current grants are £150 for each primary school aged pupil and £180 for pupils of secondary school age (up to school leaving age).

## 4. How to apply

An application can be submitted online at [www.westlothian.gov.uk/mealsandclothing](http://www.westlothian.gov.uk/mealsandclothing). If an applicant cannot apply online they can seek assistance from the child's school or email [EducationBenefits@westlothian.gov.uk](mailto:EducationBenefits@westlothian.gov.uk). A single application is sufficient for all school-aged children in a family.

Where an applicant is in receipt of Council Tax Reduction and/or Housing Benefit the applicant should confirm this on the application, and if permission is given by the applicant to check their account the Benefit and Financial Support Team may be able to assess the application without the applicant supplying evidence.

Where permission is not given by the applicant, or the Benefit and Financial Support Team are unable to confirm via the applicant's Council Tax Reduction/Housing Benefit account, evidence must be supplied by the applicant. If applying on the basis of receiving Income Support, Pension Credit, Income-based Jobseekers' Allowance, or any Income Related element of Employment and Support Allowance the applicant must produce a current document or in some but not all instances supply a screenshot or photo from their bank statement. Where a form is submitted on the basis of receiving Universal Credit (UC), the applicant must produce a current statement or screen print from their online journal showing all information for that period and in particular showing name, address, payment period, payment, allowances and all deductions.

Accurate confirmation of benefit details is particularly important because awards made on the basis of Income Support, Pension Credit, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance, or Universal Credit can be compared with and may add to base-line statistics on entitlement to free school meals.

## **5. Enquiries, Reviews and Complaints**

West Lothian Council seeks to resolve customer dissatisfaction as close as possible to the point of service delivery. The first point of contact should be the Benefit and Financial Support Team who have undertaken the assessment.

If there are concerns the assessment of the application is incorrect the Benefit and Financial Support Team can be asked to review their decision.

If the individual has a complaint about the service they receive, they are entitled to make a complaint at any time. The West Lothian Council Complaints Processes will apply. Details of the review and complaints processes are available on request and on the Council's website.

## **6. Related Legislation and West Lothian Council Policies**

This policy complies with the following core legislation which continues to be the legal basis for assessment in West Lothian Council:

- The Education (Scotland) Act 1980

## **7. Updates**

This policy will be reviewed annually. Up to date information will be published on the council's website [www.westlothian.gov.uk/mealsandclothing](http://www.westlothian.gov.uk/mealsandclothing). Paper copies are available on request.