



**IMPORTANT**

**Address (please complete below**

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire  
SY2 6ND

Date: 2017

My Ref:

Your Ref

Dear Applicant

Thank you for your enquiry regarding the Education Trusts. **Please can you complete and return this letter to me by email or by post along with the letter of proof of benefits (please see explanation below). The address is provided below.**

**As part of the Trust's regulations the Finance Department require proof of benefits.** This would normally be a **copy of a current letter** from one of the following benefits agencies addressed to yourself at your current address - stating your benefit entitlement – **child tax credit, working tax credit, ESA but we cannot accept child benefit as this is a universal benefit. We apologise but due to the number of applications this year we are unable to return letters .**

PLEASE NOTE - up to £30 can be provided for a primary school child and £50 for a secondary school child with a limit of £100 per household per school year. Pre-school children are not eligible.

**Please can you provide us with the following information:**

**VERY IMPORTANT - YOUR CONTACT EMAIL ADDRESS AND/OR TELEPHONE NUMBER**

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**Yes I am in receipt of benefits (details)** .....

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**Name of child (1)** .....



Child's date of birth .....

Name of child (2) .....

Child's date of birth .....

Name of child (3) .....

Child's date of birth .....

Name of School(s) attending/will be attending in Shropshire/Telford &Wrekin and whether primary or secondary.....

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**It is easier, if possible, to communicate by email in order to speed up this process.**

**Please note that due to a large number of applicants this year there will be a significant delay in the processing of any application.**

Many thanks,

Kind regards,

**Sally Barber**  
**Education Trust Secretary**  
**Shropshire Council**  
**Chief Executive's Office**  
**5<sup>th</sup> Floor**  
**Shirehall.**  
**Shrewsbury**  
**SY2 6ND**  
[Sally.barber@shropshire.gov.uk](mailto:Sally.barber@shropshire.gov.uk)  
01743 254449