

APPLICATION FOR FREE SCHOOL MEALS

Did you know....your school will receive Pupil Premium funding for each child if they are eligible for Free School Meals.
Complete this form and return to your child's school to apply.

DETAILS OF APPLICANTS CLAIMING BENEFITS (PARENTS/GUARDIANS)

	Parent One	Parent Two
Title		
Full Name (Legal Forename & Surname)		
Date of Birth (DD/MM/YYYY)		
National Insurance Number or National Asylum Support Service Reference Number (NASS No)		
Relationship to child(ren)		
Home Address (incl. postcode)		
Mobile Number		
Email Address		

DETAILS OF ALL DEPENDENT SCHOOL-AGED CHILDREN

Surname	Forename	Current School	Year

DECLARATION BY APPLICANT

I am currently claiming under: (tick applicable)

- Income Support ☐
- Income Based Jobseeker Allowance (IBJSA) ☐
- Employment & Support Allowance (Income Related) (ESA(IR)) ☐
- Support under Part VI of the Immigration and Asylum Act 1999 ☐
- Child Tax Credit and my family income is below £16,190. I am NOT receiving working tax credit ☐
- Guarantee Element of State Pension Credit (M1000 Award Notice) ☐
- Universal Credit and my family's net income excluding any benefit payments is less than £7,400 ☐

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I agree to inform the school of any change in my circumstances.

Signature of Applicant _____ Date ____/____/____

DATA PROTECTION ACT 1998

The information which you give on this form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

TO BE COMPLETED BY THE SCHOOL OFFICE

Date form entered on to school master spreadsheet and SIMS (or equivalent) ____/____/____

Entered by _____

Application Outcome (if Found/Eligible enter ✓, if Not Found/Not Eligible enter ✗, if on Transitional Protection enter 'TP')

Year	Reception	1	2	3	4	5	6
Date							
Outcome							
Year	7	8	9	10	11	12	13
Date							
Outcome							

FREE SCHOOL MEALS – PROVING YOUR ELIGIBILITY

Free school meals cannot be provided without proof of eligibility. In the majority of cases we are able to work out whether you are eligible from the information you supply on your application form. If we cannot work out your eligibility, we will ask you to provide documentation which proves you are in receipt of one of the below qualifying benefits.

Universal Credit

If you apply for free school meals on or after 1st April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Please provide a copy of your Universal Credit award statement for the last **three** complete assessment periods. If you have been claiming Universal Credit for a shorter period of time then please provide all available statements.

Income Support

Please provide **one** of the following (dated within the last 8 weeks):

- An official letter from Jobcentre Plus confirming your entitlement to Income Support.
- Your income support award notice.

Income based Job Seekers Allowance (JSA)

There are two different types of JSA, income based and contribution based. Only those in receipt of income based JSA are eligible for free school meals.

Please provide **one** of the following (dated within the last 8 weeks):

- An official letter from Jobcentre Plus confirming your entitlement to income based JSA.
- Your JSA award notice – this must clearly state you are in receipt of income based JSA only.

Income related Employment and Support Allowance

There are two types of Employment and Support Allowance (ESA), income-related and contributory. Only those in receipt of income-related ESA are eligible for free school meals.

Please provide **one** of the following (dated within the last 8 weeks):

- An official letter from Jobcentre Plus confirming your entitlement to income related ESA.
- Your ESA award notice – this must clearly state you are in receipt of income related ESA.

Support under part VI of the Immigration and Asylum Act 1999

Please provide a letter from the National Asylum Support Service (Home Office) (NASS) stating you are receiving support under Part VI of the Immigration and Asylum Act 1999.

Please also supply your 9 digit National Asylum Support Service (NASS) number, your legal surname, date of birth and any other official documentation relating to your case.

Guaranteed element of Pension Credit

Please provide a 'Pension Credit M1000 Award Notice' clearly showing details of any Guarantee Pension Credit in payment.

Child Tax Credit

To qualify for free school meals, your annual gross income must be less than £16,190 and you must **not** be claiming working tax credit.

Please provide your most recent Tax Credit Award Notice (TC602) from HM Revenue & Customs.

If you have mislaid your Tax Credit Award Notice or have a query regarding the information within it, please contact HMRC on 0345 300 3900. A full list of contact methods can be found at:

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries>.

Working Tax Credit run-on

If you are in receipt of Working Tax Credit you are **not** eligible for free school meals. However, if you have lost your job whilst claiming Working Tax Credit you will receive a further 4 weeks of Working Tax Credit from the date your employment ceased. During this 4 week period you are eligible for free school meals.

Please provide your most recent Tax Credit Award Notice (TC602) from HM Revenue & Customs.