



## APPLICATION FOR FREE SCHOOL MEALS

The Government recognises the benefits of providing a healthy school meal to the most disadvantaged pupils. The Education Act 1996 requires maintained schools and academies (including free schools) to provide free school meals to disadvantaged pupils who are aged between 5 and 16 years old.

Please complete this form once you have read the notes overleaf to see what evidence you may need to provide before free school meals can be given to your child.

Once the form has been filled in, please return it to your child's school with any original evidence needed so they can authorise the free school meals.

### A. PARENT / GUARDIAN DETAILS (Details of Claimant)

|   |                      |                      |  |
|---|----------------------|----------------------|--|
| Surname .....   |                      | First Name .....     |  |
| Address .....   |                      |                      |  |
| Post Code .....   | Date of Birth        | <input type="text"/> |  |
| Telephone Number .....                                  |                      | e mail address ..... |  |
| Relationship to child (ren) .....                       |                      |                      |  |
| National Insurance No.                                  | <input type="text"/> |                      |  |
| National Asylum Support Service Reference if applicable | <input type="text"/> |                      |  |

### B. YOUR CHILDREN / DEPENDANTS

| Details of ALL dependent children for whom you wish to claim free school meals in the same school |            |               |             |
|---|------------|---------------|-------------|
| Legal Surname   | First Name | Date of Birth | School Name |
|   |            |               |             |
|   |            |               |             |
|   |            |               |             |
|   |            |               |             |

### C. DECLARATION

I declare the information I have given is true and if I give information that is incomplete or incorrect action may be taken against me. This may include a recommendation to prosecute. I understand that I must let the school know about any changes in circumstances which might affect the right to free school meals.

By completing and submitting this form I authorise my child's school to use this information to make a free school meal application and I understand that this information may also be used to assess my child's entitlement to school transport, and may be shared with the Local Authority and National Government agencies in order for the school to carry out their statutory duties in compliance with The Education Act 1996, The Education and Inspections act 2006 and the School admissions code.

I understand that by completing this form my details may be shared with third parties in order to support and authorise my claim for free school meals.



For further information about how the school uses your data, please see their privacy notice displayed on their website.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

### D.NOTES

**Your child will be entitled to free school meals if you are receiving:**  
 Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

**Examples of Proof:**

Proof of your National Insurance Number

- Proof would include things like your National Insurance number card, payslips or letters from the Department of Work and Pensions or the tax office.

Proof of your income – ***Proof should be no more than 3 months old and the address should be the same as the one in your child’s current school record.***

- A recent letter from the Department of Work and Pensions saying you get Income Support or Income Based Jobseeker’s Allowance
- Other recent proof that you are getting Income Support or Income Based Jobseeker’s Allowance, or the section below completed and stamped by the Job Centre Plus.
- A Tax Credit award notice from Her Majesty’s Revenue and Customs (form TC602 or M1000)
- A Universal credit statement
- Documents or official letters providing you are getting support under Part VI of the Immigration and Asylum Act 1999.

| For Job Centre Plus Staff Only  | Job Centre Plus Stamp                    |
|---|--|
| <p>I confirm that the information given is correct and the applicant receives the following qualifying benefit:</p> <p><input type="checkbox"/> Income Support</p> <p><input type="checkbox"/> Job Seekers Allowance (income based)</p> <p><input type="checkbox"/> Employment and Support Allowance (income related)</p> | <p>Signature .....</p> <p>Date .....</p> |





**FOR SCHOOL OFFICE USE**

|   |  |                |
|---|--|----------------|
| I confirm that the information given is correct and the applicant receives the following qualifying benefit (tick appropriate box). |  | Date .....     |
| <input type="checkbox"/>  | Universal credit (and net income not exceeding £7,400) |                |
| <input type="checkbox"/>  | Income Support   |                |
| <input type="checkbox"/>  | Job Seekers Allowance (income based)                   |                |
| <input type="checkbox"/>  | Employment and Support Allowance (income related)      |                |
| <input type="checkbox"/>  | Child Tax Credit not exceeding the qualifying amount   |                |
| <input type="checkbox"/>  | Pension Credit – guarantee element                     |                |
| <input type="checkbox"/>  | Financial support under the Immigration & Asylum Act   | Initials ..... |
|   |  | Date           |
| Meals commenced /continued  |  |                |
| Meals end date  |  |                |