

APPLICATION FOR FREE SCHOOL MEALS

1. **Eligibility Criteria:** If you are receiving certain support payments such as Universal Credit, Income Support, Income Based Job-Seekers Allowance, a payment under Part VI of the Asylum and Immigration Act 1999, have been awarded Child Tax Credits (see paragraph 2 below), Income-related Employment and Support Allowance or Working Tax Credit run-on your child (ren) will be entitled to Free School Meals.
2. Please complete the form below providing information where requested. The name of the person in receipt of the support payments should be entered in the claimant's details. Evidence of the appropriate payment must be produced to the school at the time of the application eg: Income Support Book or official letter notifying you of your support payment entitlement. If you have been granted an award of Child Tax Credits but not Working Tax Credit and your income is below £16,190 you should provide your tax credit award notice (Form TC602) in support of your claim. The school will take a photocopy of your documentation in order to support your application. *To confirm eligibility, the school use a confidential checking service. All information provided is dealt with in the strictest of confidence.*
3. If your child (ren) attend different schools, take this form to the school your youngest child attends. The school will pass on the details you have provided regarding your other children to the relevant school.
4. You are responsible for advising the school of any changes to your support payments. If you are paid sums in excess of your entitlement you will have to repay the cost of the Free School Meals provided.
5. Details of your claim may be held electronically however the information provided will be regarded as confidential at all times. The school and the Authority are registered under the Data Protection Act.

Child's details (youngest child first)

Name	Boy/Girl	Date of Birth	School Attended

Claimant's Details

Surname: _____ Forename(s): _____
Relationship: (e.g. Parent/ Carer): _____
Address: _____ _____
Postcode: _____ Telephone Number: _____
Income Support Number: _____
NI Number: _____
Date of Birth: _____

Declaration:

I wish to apply for Free School Meals for the above-named child (ren). I confirm that I am currently in receipt of Universal Credit/Income Support/Income Based Job-Seekers Allowance / a payment made under Part VI of the Asylum and Immigration Act or an award of Child Tax Credits (**but not Working Tax Credit**), and that my income is less than £16,190 per annum. I agree to the school using the confidential checking service to confirm my eligibility.

I will advise the school immediately if my entitlement to any of the above support payments cease or of any other material change in my circumstances. If I receive sums in excess of my entitlement I agree to repay this amount to the school.

Signed: _____ Date: _____

Please return the completed form along with the necessary evidence of support payments