



Executive Headteacher Mrs C Adams
Head of School Mr M Cuniffe
northbrookpa.org

Dear Parents,

Did you know that your child could qualify for free school meals and potential support with meal vouchers?

Children in Reception, Year 1 and Year 2 are entitled to a funded school meal, known as the **Universal Infant Free School Meal**. Northbrook Primary Academy actively encourages all families entitled to **benefits-based Free School Meals** to apply, including families with children in Reception, Year 1 and Year 2 as this will ensure not only your child receiving delicious, healthy meals without the bills and fuss of making packed lunches but also additional school funding that will help us support your children further in school. This extra funding is known as the 'pupil premium'. The pupil premium grant is funding provided to schools to focus additional resources on helping pupils who are eligible to reach their full potential. The more pupils that are registered for free school meals, the more funding the school receives on their behalf.

Please remember registering for free school meals does not mean your child has to take up free school meals if they do not want to but it does bring this 'top up' funding to enable us to ensure they are supported in other ways to ensure they can do their best.

Your child may be able to get benefit based free school meals if you get any of the following:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

Families should contact [Lancashire County Council](http://www.lancashire.gov.uk) on 01772 532 109 to re/register children for 'benefits based' Free School Meals. Further information is available on the government website <https://www.gov.uk/apply-free-school-meals> or read our Free School Meals Information Leaflet with this letter.

Alternatively, if you think that you may be eligible, please complete the attached form and send it to the Pupil Access Team directly at: **Pupil Access Team South, Level 1, Christ Church Precinct, County Hall, Preston, PR1 8XJ.**

If you have any questions or queries please do not hesitate to contact us at school.

Yours sincerely,

M Cunniffe

Mr M Cunniffe
Head of School

FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child so that we can provide them with the best education and support, by making sure that their school receives all the government funding to which it is entitled.

Please complete all sections of the form and return this to the school

Free Schools Meals & Pupil Premium Eligibility Criteria:

Please indicate which benefit you are currently in receipt of:

- ☐ Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- ☐ Income-Based Jobseekers' Allowance
- ☐ Income-Related Employment and Support Allowance
- ☐ Child Tax Credit, **not entitled to Working Tax Credit** and household income less than £16,190
- ☐ Support under part VI of the Immigration and Asylum Act 1999
- ☐ Guarantee element of State Pension Credit
- ☐ Income Support
- ☐ Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

Applicants in receipt of the above benefits or credits may be required to enclose proof. You will be contacted should further information be needed.

Please **ONLY** complete the form overleaf if you have ticked one of the boxes above

CONTACT DETAILS FOR PUPIL ACCESS TEAM AREA EDUCATION OFFICES

NORTH AREA Lancaster, Wyre & The Fylde	SOUTH AREA Preston, South Ribble, West Lancashire & Chorley	EAST AREA Burnley, Hyndburn / Ribble Valley, Pendle, Rossendale
Area Education Office White Cross Neighbourhood Centre Quarry Road Lancaster LA1 3SE (01524) 581207	Pupil Access Team South Room C37 County Hall Preston PR1 0LD (01772) 532109	Area Education Office 44 Union Street Accrington BB5 1PL 01254 220747

Lancashire County Council - DfE Free School Meals Eligibility Checker

By sharing your information with us, you agree to the LA accessing the DfE Eligibility checker on your behalf.

Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

The Data Protection Act 2018 and GDPR are laws that are designed to protect and maintain personal identifiable information. When we are in possession of personal information we will protect it and aim to keep service user information safe, abide by the law in respect of handling personally identifiable information, and respect the wishes of service users who do not want us to share their information. Unidentifiable service user data may also be used to aid service development. Lancashire County Council holds personal data about the people/children to whom we provide services. There is more information about your rights and how the Council uses and stores data:

<http://www.lancashire.gov.uk/data-protection>. To request a copy of the information we hold about you, contact The County Council's Data Protection Officer, PO Box 78, County Hall, Preston PR1 8XJ

1. PARENT / GUARDIAN DETAILS – these should be the details relating to the person who is claiming the benefits and where the pupil resides.

	Parent / Guardian 1			Parent / Guardian 2		
Title						
First name						
Last name						
Date of birth	DD	MM	YYYY	DD	MM	YYYY
Relationship to pupil						
National Insurance Number*						
National Asylum Support Service (NASS) Number*		/		/		
Daytime telephone number						
Email address						
	Parent / Guardian 1			Parent / Guardian 2		
Address						
	Postcode:			Postcode:		
Previous address if you have moved in the last year						
	Postcode:			Postcode:		

*Complete as appropriate

2. CHILD / CHILDREN DETAILS

Child's last name	Child's first name	Date of birth	Male / Female	Name of school attending	Year Group

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. **I agree to LCC checking my details with relevant Government Departments or other agencies to assess my initial and ongoing entitlement to Free School Meals, Free Travel to School and Free School Milk.** I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent / guardian:

Date:

FOR OFFICIAL USE ONLY

Outcome		Checked by	
Date		Household ID	

Which pupils qualify for free school meals?

Your child may be eligible for free school meals if you receive any of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax credit

Contact the school

If you have any questions about free school meals, please contact Mr Trainor-Tute via the General Office on 01772 421599 or email enquiries@northbrookpa.org

What are the benefits of claiming free school meals?

School meals are a good way to ensure that your child eats well at lunchtime, and they can also save you time and money.

Claiming free school meals also helps the school. We get extra funding, known as the 'pupil premium', for every eligible pupil who is registered.

What is the pupil premium?

The pupil premium grant is funding provided to schools to help all pupils reach their full potential, regardless of their background or financial situation.

Pupils may be eligible if they:

- Are registered for free school meals
- Have been registered for free school meals at any point since May 2015
- Are, or have been, in care
- Have parents in the armed forces

How to register for free school meals

If you think that you may be eligible, please complete the attached form and send it to the South Area Office directly at:

Room C37
Pupil Access Team
Lancashire County Council
County Hall
Fishergate Hill
Preston PR1 0LD

How is the pupil premium funding used?

The pupil premium is not used to pay for school meals. Schools use the funding to improve the attainment of pupils who are eligible.

You will find more information about how we use our pupil premium funding on our website.

How can I ensure the school gets the funding?

The more eligible pupils that are registered for free school meals, the more funding the school receives.

Registering does not mean your child has to take up free school meals if they don't want to.

You should still register for free school meals even if:

- Your child already receives universal infant free school meals
- You would rather your child had a different meal, such as a packed lunch

External sources

The government's website has information about who is eligible for free school meals, as well as information on how to apply.

Apply for free school meals at [GOV.UK](https://www.gov.uk)

