

# Application for free school meals



Please complete this form in capital letters. There are notes on the reverse to help. All infant age pupils (Reception, Year 1 and 2) are entitled to receive a free school meal. Although infant children will automatically receive a free school meal, we're asking families who think they receive one of the qualifying benefits to still apply so that we can check if the school is entitled to receive Pupil Premium for your child. It may also mean your child will continue to receive free meals after the end of Year 2. A form should be completed for pupils in Year 3 and above if you think that you receive a qualifying benefit listed overleaf.

Parent or Guardian details (Parent or carer in receipt of benefit)																
	Parent/Guardian 1						Parent/Guardian 2									
Last name																
First name																
Date of Birth	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
National Insurance number*																
National Asylum Support Service (NASS) Number*		/		/					/		/					
Daytime telephone number																
Mobile number																
Email address																
Address (including Postcode)																
Relationship to children listed below e.g. mother, father, grandparent.																

About your child/children												
Child's last name	Child's first name	Child's Date of Birth				Name of School						
		D	D	M	M	Y	Y	Y	Y			
		D	D	M	M	Y	Y	Y	Y			
		D	D	M	M	Y	Y	Y	Y			
		D	D	M	M	Y	Y	Y	Y			
		D	D	M	M	Y	Y	Y	Y			

Have you applied for free school meals before? Yes  No

## Family income and benefit details

### Is your household income over £16,190 per year?

(Please place an X in the appropriate box).

Yes  No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in the box below to indicate any benefits that you are in receipt of:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999

The guarantee element of State Pension Credit

Child Tax Credit and an annual income of no more than £16,190

Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit

## Declaration

The information I have given on this form is complete and accurate.

That my personal information is held securely and will only be used by the Local Authority to process my application.

I 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: .....

## Notes for completing this form

You only need to complete this form once and it will last for the duration of your child's time in a Sunderland Local Authority School.

### Ineligible Benefits

If you are in receipt of the following you ARE NOT eligible to receive free school meals.

- Working Tax Credit (unless in receipt of 4 weeks run on)
- Contribution based Job Seekers Allowance
- Council Tax Benefit
- Incapacity Benefit
- Fostering Allowance
- Employment and Support Allowance – Contributory Allowance

### Children attending nursery

Children aged below the statutory school age, but attending a state funded nursery school or class are only entitled to free school meals if they receive education both before and after lunch. This will be confirmed with the nursery.

### Young people attending college

Young people attending college should make enquiries with college staff regarding eligibility for free meals.

### Returning your completed form

Send to: Free School Meals, People Services, Sandhill Centre, Grindon Lane, Sunderland SR3 4EN

Email: [freeschoolmeals@sunderland.gov.uk](mailto:freeschoolmeals@sunderland.gov.uk)

Tel: 0191 561 1417

### Checking for eligibility for free school meals (FSM)

The criteria for eligibility for FSM are set nationally. The Local Authority verify eligibility with information held by the Dept. of Work and Pensions/Her Majesty's Revenue and Customs as the FSM team does not have access to information about the benefits that applicants receive.

The date that eligibility is confirmed is the date when FSM start and we are unable to back date. Claims are reviewed annually.