



APPLICATION FOR FREE SCHOOL MEALS

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 dependant 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 that the information I have given is true and if I give information that is incorrect or incomplete action may be taken against me. This may include a recommendation that you be prosecuted.

I know I must let the school know about any changes in my circumstances which might affect the right to free school meals.

I authorise my child's school to contact other sources to confirm the information I have given to support and authorise my claim for free school meals. I also understand any free school meal check may also be used to assess my entitlement to school transport.

I further authorise that the data on this form may be held on a computer system which has been registered in accordance with the Data Protection Act 1998 and may be shared with the Local Authority and National Government agencies.

Signature	Date
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D.NOTES

If you are receiving one of the following benefits, your child can have a Free School Meal.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs (HRMC)) that does not exceed £16,190.
- Guaranteed element of State Pension Credit
- Employment & Support Allowance Income Related (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Where you are entitled to Working Tax Credit during the four week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your child is entitled to Free School Meals

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)
- 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).		<p>Date</p> <p>Initials</p>
	<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	Date
Meals commenced /continued		
Meals end date		