



Dear Parent/Carer

Free School Meal Checking System

From 1st April 2018 we will be using a new system in school to check Free School Meal eligibility. The benefit of using this system is that we will be able to check your eligibility more quickly and give you a prompt response on whether you are eligible to claim Free School Meals for your child.

Free School Meals

Even if you are currently claiming Free School Meals for your child, we need you to complete the form overleaf to ensure we can continue to claim this benefit for your child.

Parents/Carers who currently receive the following benefits should be eligible for Free School Meals:

- **Income Support**
- **Income based Job Seekers Allowance**
- **Universal Credit**
- **Income related employment and support allowance**
- **Support under the Immigration and Asylum Act 1999**
- **Eligibility for Child Tax Credit but NOT Working Tax Credit, and if household income is not more than £16,190**

Please be aware that any households where one or more parent receives working tax credits will not be eligible for Free School Meals.

Please note that we are unable to backdate the claim to cover any unpaid money or refund any money paid before the start date of a successful application.

Pupil Premium

As well as claiming for Free School Meals, we can also claim for Pupil Premium funding with this form. As school budgets are being cut, it is really important that we access this extra funding from the Government to help us to maintain the excellent resources that are available to our pupils. Therefore, if you believe you are eligible, but do not currently claim, please complete the form so we are able to access this funding.

If your child is currently in Reception, Year 1 or Year 2 and receives the Universal Infant Free School Meals, it is important that you complete the form so that they can claim Free School Meals when they reach Year 3. Again, this will also mean that we can gain the funding each year.

If you have any issues or questions, please contact the school office.

Yours sincerely

Mrs D. Farmer
Principal



Free School Meal Application Form

Please complete all sections on this form and return to the school office.

Child's Name	Date Of Birth	Class

Parent/Carer Title	Mr / Mrs / Miss / Ms (please circle) Other:
Parent/Carer Name	
Relationship to Child	Mother / Father / Guardian / Foster Carer (please circle)
House Number	
Street Name	
Post Code	
Date Of Birth	
NI or NASS number (9 digits)	

The information you have supplied will be used to update our main school database, our communication systems and to regularly check eligibility for Free School Meals and Pupil Premium using the online checking service.

By signing this form you are giving us consent to do this.

Parent Signature: _____ Date: _____

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purpose of fulfilling the school's and Local Authority's statutory and operational needs. This covers Health and Safety, communication, FSM, Educational Benefits and Pupil Premium. This information may be shared with other departments within the council for the purpose of preventing fraud, misuse of public funds and any legal or statutory requirement and also with the Department of Work and Pensions to establish Free School Meal/Pupil Premium status.