

# FREE SCHOOL MEALS APPLICATION FORM

Education, Learning & Families



**To apply for free school meals please complete this form and return it to the relevant school.**

To qualify children must be in full time education in a local authority funded school, sixth form or local authority nursery for full days (before and after lunch) - those in further education colleges do not qualify. The parent or guardian the child lives with must receive one of the qualifying benefits. Pupils receiving Income Support in their own right are entitled to free school meals.

Please note: **those receiving Working Tax Credit do not qualify even if Child Tax Credit and income criteria are met.** Those paid Foster Carers Allowance do not qualify, as the allowance covers this cost.

## PARENT OR GUARDIAN DETAILS

Title: Mr / Mrs / Miss / Ms	First name:	Last name:
Date of birth:	Telephone:	National Insurance or NASS number:

Address:

**I am eligible to claim free school meals for my child as I receive one of the below. You may be asked to provide paper evidence to support your claim.**

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (most recent award notice - with no Working Tax Credit **AND** annual income not exceeding £16,190)
- Guarantee element of pension credit
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act

Signature.....

Date.....

## CHILD DETAILS

Child's surname (legal)	First name	Date of birth	Relationship	School

<b>School use only</b>	<b>School stamp here</b>	<b>LA office use only</b>
<b>Signed:</b>		<b>Checked by:</b>
<b>Date:</b>		<b>FSM</b>

## PARENT OR GUARDIAN PRIVACY NOTICE

The information given on this form will be used to see if you are eligible to claim free school meals. We may also let you know about other Council services or ask for your views about Council activities.

The personal information you provide will be held securely and will only be shared for planning or providing a service, seeking your views or auditing Council activities. Anonymous statistical information may be passed to other organisations for planning and monitoring services.

We must cooperate with the prevention and detection of crime that may result in information about you being passed to others.

The data controller for Plymouth City Council is the Corporate Information Manager, who can be contacted about the use of your personal information by emailing [information.governance@plymouth.gov.uk](mailto:information.governance@plymouth.gov.uk)

## HOW TO APPLY FOR FREE SCHOOL MEALS

Complete all parts of this form and take it to the child's school. We will check your entitlement to Free School meals via a secure government website. If your details are not found on the secure website then we will ask you to provide paper based evidence to the school for verification. Please allow up to 5 working days for your application to be processed.

If you have not completed the form correctly your claim may be delayed and you will be charged for each meal taken.

Claims for free meals cannot be backdated unless you are applying for a new benefit, and then only backdated to the date the application form was first received in school.

If you are asked to provide paper evidence the following will be accepted as proof:

- a letter from the benefits agency or job centre dated within the last eight weeks
- your most recent form TC602 Tax Credit Award Notice from HM Revenue and Customs showing your tax credit award
- Pension Credit M1000 Award notice showing how your pension credit has been worked out
- a letter from the Home Office with the claimant and their dependants listed confirming asylum status.

You **must** inform the school of any change in circumstances. If you stop receiving your qualifying benefit or begin to receive Working Tax Credit, or the child no longer lives with you, please inform the school as soon as possible.

Your claim will be renewed automatically by Plymouth City Council once a year, using the information you have provided. If there are any problems with this automatic checking you will be asked by the school to provide proof of entitlement before the claim ends. If you do not renew on time the claim will end, as it will be assumed that you no longer qualify.