

FREE SCHOOL MEAL APPLICATION FORM

Eligibility to Free School Meals

Parent/carers of children who are entitled to any of the following benefits are entitled to free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

In January 2011, the Government introduced the Pupil Premium. Children entitled to free school meals will earn their school additional funding to help with their child's education. If you think you may be entitled to free school meals please complete this form and return it to your school, or telephone 023 9268 8830 or 023 9268 8101 for further information.

For further details please use the following link: <https://www.gov.uk/apply-free-school-meals>

You may qualify for assistance with transport to school

Children entitled to Free School Meals may also be entitled to assistance with transport to school if they meet the criteria set out in the Home to School Transport Policy.

Forms and guidance notes can be collected from your child's current school, from the Civic Offices, Guildhall Square or they can be downloaded from the Portsmouth City Council website.

Please return the form to:

Karen Madgewick
Access & Entitlement Assistant
Floor 2 Core 5/6
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2EA

e-mail: karen.madgewick@portsmouthcc.gov.uk

Telephone 023 9268 8101

For Office Use Only:
Yes/No
Date
Initial



Education – Inclusion Service

Please complete all sections carefully

Full name of Parent/Carer (the person in receipt of any of the benefits listed overleaf)

Please print carefully

Parent/carer
Date of Birth:

National Insurance Number
OR National Asylum Seekers
Support Number

Full name of Child/Children:

Surname	Forename	Child's Date of Birth	School attending or to be attended	Relationship to child (ie mum/dad/ foster carer)

Address (including post code):

Please read the statement below and sign if you agree to this information being accessed by the Local Authority Free School Meals officer.

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to receive assisted travel to school.

S110 of the Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and, assistance with travel to school.

Signed Date:

Important: The personal information you provide will be used for the purpose of processing this application form and will be in accordance with the principles of the Data Protection Act 1998.