

APPLICATION FORM FOR PUPIL PREMIUM & FREE SCHOOL MEALS

Name of School: _____

Pupil's Name

First Name																																		
Surname																																		

D D M M Y Y Y Y

Date of Birth

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Parent/Guardian

First Name																																	
Surname																																	

D D M M Y Y Y Y

Date of Birth

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National Insurance Number

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or
NASSS Reference Number

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FAMILY INCOME & BENEFIT DETAILS

Is your joint family 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.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment & Support Allowance
- Support from NASS (National Asylum Support Service)
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.
- Working Tax Credit run-on
- Universal Credit

Please place an **X** in the box below if you are not sure whether your **joint income** is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would like still like to check whether your child is eligible for a free school meal:

Declaration

I declare that the information I have given here is true and complete, and I agree that I will inform the school of any changes in writing to my financial circumstances. I also understand that failure to do so may result in my repaying the full cost of meals from the date of change.

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

I understand that the results of any free school lunch eligibility check may also be used to assess my entitlement to any further 'benefits' should they be appropriate.

Parent/Guardians Signature: _____ **Date:** _____



WARNING: The Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within its Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

School Use Only (1)

Information Checked by: _____ **Position:** _____

Information sent to the Department of Education & Social Services on _____ **(date)**

Response received on: _____ **(date)**

Eligibility Confirmed (✓)

Non Eligibility Confirmed (✓)

Date: _____

Please retain this form on the pupil's file.

About this form

From September 2014 all children who are in Reception, Year 1 or Year 2 in a state-funded school will be offered a free healthy school lunch. Pupils in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for you child's school

Registering for free school meals could raise an extra £1300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

The additional money is available from central government for every child whose parents are receiving one of the welfare benefits listed overleaf on this form. It is therefore important to sign up for free school meals, even if your child is in Reception, Year 1 or Year 2 so that your child's school receives as much funding as possible.

How this information in this form will be used

The information you provide on this form will be used by the local authority to confirm receipt of one of the listed welfare benefit. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

This information will also be used in relation to children in Year 3 or above to decide whether they are eligible for free school meals.

Thank you for completing this application form and helping to make your child's school is as well funded.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use this information you provide to assess entitlement to free school meals. The information may also be shared with other Local Authority Departments to offer benefits and services.