

Free school meals (and Pupil Premium)

Please read this page and answer the questions below before applying.

Even if your child does not want to eat school meals, or if they are already receiving Universal Infant Free School meals, it is important that you complete this form if your family meet the criteria listed below, as this will enable your child's school to claim pupil premium.

The pupil premium is additional funding given to publicly funded schools, which can help the school pay for new equipment and resources to help raise attainment.

If you qualify, your child may also be eligible for free milk, help with school trips or other support.

Do you receive Working Tax Credits (other than the 4-week run-on)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your gross annual family income more than £16,190 , as assessed by HM Revenue & Customs (you will find this figure on your Tax Credit Award notice)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered **YES** to either of the questions above, your children **do not** qualify for free school meals, and there is no need to complete this form.

Do you receive Universal Credit and have a monthly take-home pay of less than £616.67, as assessed by HM Revenue & Customs (you will find this figure on your online Universal Credit Statement)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do your family receive Child Tax Credits (but <u>not</u> Working Tax Credit) <u>and</u> have a gross annual income of less than £16,190, as assessed by HM Revenue & Customs)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive Income support ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive income-based Jobseekers Allowance ? (Please note that contribution-based JSA is <u>NOT</u> a qualifying benefit.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive income-related Employment and Support Allowance ? (Please note that contribution-based ESA is <u>NOT</u> a qualifying benefit.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive the guarantee element of State Pension Credit ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an asylum seeker receiving support from the National Asylum Support Service under Part VI of the Immigration and Asylum Act 1999?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered **YES** to any of the questions in the above section, your children may qualify for free school meals. Please apply using one of the methods described below.

<p>How to apply:</p> <p>The quickest ways to apply is online at www.leicester.gov.uk/freeschoolmeals</p> <p>You can also complete the form overleaf and post it to Free School Meals Service, City Hall, 115 Charles Street, LE1 1FZ, hand deliver it to Customer Services, 91 Granby Street, or ask the school to send it to us via internal mail.</p> <p>If you have any questions about free school meals, phone (0116) 454 1009 (option 3), or e-mail education.fsm@leicester.gov.uk.</p>
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Please note:

- Once registered, your child's free school meals will continue as long as they attend a publicly funded school in Leicester City, unless your circumstances change so that you no longer meet the criteria. There is no need to reapply each year, or when moving to junior or secondary school.
- You don't need to send any proof of benefits to us at this stage. If we do need to see evidence at any time, we will contact you.
- Claims can only be processed upon receipt of a fully completed, valid application, and cannot be backdated.

Date stamp:

APPLICATION FOR FREE SCHOOL MEALS (AND PUPIL PREMIUM)

OFFICE USE ONLY

Completed:

ECS outcome:

Initials:

PLEASE WRITE CLEARLY IN CAPITAL LETTERS

Any inaccurate information may delay your child's entitlement to free school meals

SECTION A – Your own details (Parent/Carer)

Your title: (Mr/Mrs/Miss/Ms/Other)					
Your first name:					
Your last name:					
Your date of birth: (dd/mm/yyyy)					
Your current home address:					
Your post code:		Phone:			
Your email address:					
Your National Insurance Number:					
NASS Reference number: (Asylum seekers only)					

SECTION B – Details of the children you are claiming for

Child's full name	Child's Date of birth			Name of the school that child attends	Relationship to child
	DD	MM	YYYY		
<i>e.g. Richard Hill</i>	<i>23</i>	<i>06</i>	<i>2008</i>	<i>Richard Hill School</i>	<i>Mother</i>

Declaration and Authorisation

I certify that the information given is correct to the best of my knowledge and belief. I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits and agree to inform the Free School Meals team immediately if my circumstances change.

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, including the Department for Education Eligibility Checking Service, to verify my initial, and ongoing, entitlement. I understand that you will hold my details on a computer database in accordance with the Data Protection Act 2018.

Signature _____ Date _____