

# FREE SCHOOL MEALS APPLICATION FORM



Please complete in block capitals

|   |  |                 |  |
|---|--|-----------------|--|
| <b>Benefit Claimant's Name<br/>(Mr/Mrs/Miss/Ms)</b> |  |                 |  |
| <b>Benefit Claimant's Date of Birth</b>             |  |                 |  |
| <b>Benefit Claimant's NI Number</b>                 |  |                 |  |
| <b>Address</b>                                      |  |                 |  |
|   |  | <b>Postcode</b> |  |
| <b>Email address</b>                                |  |                 |  |
| <b>Phone/mobile</b>                                 |  |                 |  |

| Pupil Surname | Pupil First Name | M/F | DOB | School attended |
|---------------|------------------|-----|-----|-----------------|
|               |                  |     |     |                 |
|               |                  |     |     |                 |
|               |                  |     |     |                 |
|               |                  |     |     |                 |
|               |                  |     |     |                 |

Please answer all of the following questions (see notes for guidance overleaf)

Please Circle

|  |     |    |
|--|-----|----|
| I am the parent/legal guardian of the child/children above and receive benefits for them                   | Yes | No |
| I receive Income Support or Income Based Job Seekers Allowance   | Yes | No |
| I receive Income Related Employment and Support Allowance  | Yes | No |
| I receive Child Tax Credit, my annual income is less than £16,190 and I don't receive Working Tax Credit * | Yes | No |
| I receive the Guarantee Element of State Pension Credit  | Yes | No |
| I receive support under Part VI of the Immigration and Asylum Act 1999                                     | Yes | No |
| I receive Universal Credit   | Yes | No |

**\*Please note that if you are in receipt of Universal Credit you will need to post a copy of your full Award Notice to the Pupil Access Team in the Education Office at the address overleaf.**

**\* If you are entitled to Working Tax Credit you will not qualify for Free School Meals (subject to Note 7 overleaf).**

## Claimant's Consent to check eligibility for Free School Meals via the Department of Education Free School Meals Eligibility Checking Service (ECS)

I agree to Lancashire County Council checking my details with relevant government departments or other agencies to assess my initial and ongoing entitlement to free school meals, free travel to school and free school milk.

Signed .....

Authorised over the telephone? (tick)

Date .....

### FOR OFFICIAL USE ONLY

|              |  |
|--------------|--|
| Outcome      |  |
| Date         |  |
| Checked by   |  |
| Household ID |  |

## APPLICATION FOR FREE SCHOOL MEALS NOTES FOR GUIDANCE

If you receive:

1. Income Related Employment and Support Allowance
2. Income Support
3. Income Based Jobseeker's Allowance
4. Support under Part VI of the Immigration and Asylum Act 1999
5. Guarantee Element of State Pension Credit
6. Child Tax Credit (BUT NOT entitled to Working Tax Credit and your annual income does not exceed £16,190)
7. Working Tax Credit 'run on' – the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
8. Universal Credit.

Then your children will be entitled to free school meals if they are attending maintained schools and academies and are under 16 years of age on 1st September in the school year. In addition, nursery aged pupils, attending maintained nurseries, who receive education before and after lunch will also qualify for free school meals if their parent/carer is receiving one of the above qualifying benefits.

From September 2014, a free school meal has been provided for all KS1 pupils. Pupils whose parents are on the above qualifying benefits are encouraged to make an application for free school meals as this will bring extra funding in to your primary school. Primary schools receive £1300 per year, in additional funding, for each pupil registered as being entitled to free school meals.



Pupils over 16 attending special schools or school sixth forms will be entitled to free school meals if they, or their parents, receive one or more of the above benefits. From September 2014, students over 16 and attending sixth form colleges or colleges of further education will also be entitled to free school meals if they or their parents are receiving one or more of the above benefits. These students though need to apply directly to the sixth form college or college of further education.

**The County Council is now able to access the Government's benefits eligibility database which will enable an immediate check on your entitlement to free school meals without you needing to produce documentary evidence, provided you complete the declaration overleaf. Please be aware that it may take up to 15 working days for your entitlement to receive a benefit to register on the database.**

You do not need to complete an application form every year. Once your children have been awarded free school meals they will continue to receive them throughout their school career unless you cease to receive one of the qualifying benefits. The automatic entitlement will cease when a pupil is at the end of Year 11. If your child is moving on to a school sixth form then you will need to apply again. **You must advise the County Council immediately if your financial circumstances change and you are no longer entitled to receive free school meals for your children.**

### CONTACT DETAILS FOR EDUCATION OFFICES

*(The information below is correct as at 1 April 2016)*

|   | <b>NORTH AREA</b><br>Lancaster, Wyre & The Fylde  | <b>SOUTH AREA</b><br>Preston, South Ribble, West Lancashire & Chorley                 | <b>EAST AREA</b><br>Burnley, Hyndburn / Ribble Valley, Pendle, Rossendale   |
|---|---|---|---|
|  | Area Education Office<br>White Cross Education Centre<br>Quarry Road<br>Lancaster LA1 3SE | Area Education Office<br>Joint Divisional Offices<br>East Cliff<br>Preston<br>PR1 3JT | Area Education Office<br>44 Union Street<br>Accrington<br>BB5 1PL   |
|  | (01524) 581207  | 01772) 531809   | <i>If you live in ...</i><br>Ribble Valley (01254) 220715<br>Hyndburn (01254) 220714/17<br>Burnley (01254) 220708<br>Pendle (01254) 220710<br>Rossendale (01254) 220711 |