



Dear Parent/Guardian

**APPLICATION FOR FREE SCHOOL MEALS**

We would like to make you aware of the 'Free School Meals' scheme which operates in our School.

Pupils whose parents/guardians are in receipt of particular support payments and meet certain criteria may be eligible to receive free school meals. The relevant support payments include:

**Income Support (IS) or Employment Support Allowance (IR) (ESA(IR))** – proof of entitlement is in the form of a Job Centre plus letter or FF260 form or letter from the Department of Work & Pensions. ESA (C) is not eligible

Income Based **Jobseekers Allowance (IBJSA)** – proof of entitlement is in the form of a Job Centre plus letter.

Support under part VI of the **Immigration and Asylum Act 1999** – proof of entitlement is in the form of a Home Office letter.

**Child Tax Credit**, provided that Working Tax Credit is not included, and that your 'annual income for Tax Credit purposes' does not exceed a threshold figure. – proof of entitlement is assessed by the 'TC602 Award Notice'

The Guarantee element of **State Pension Credit** will be an additional qualifying 'benefit' – proof of entitlement is assessed by the 'Pension Credit M1000 Award Notice'.

Should you feel you might qualify, please contact the School Office for an application form and return this with your proof of entitlement (original up to date copies must be produced and are unable to authorise for free school meals without the necessary paperwork).

Should you be entitled to the free school meals scheme you should be aware that you have a legal duty to inform your school of any changes to your support payment. Re-application to the scheme will be required on a six monthly basis.

Yours sincerely

Ruth Leach  
Headteacher

**APPLICATION FOR FREE SCHOOL MEALS**

Please complete and return to your School together with an original proof of the relevant support payment(s) (your proof must be the official documentation that is sent from the Agency).

The relevant support payments are:-

- (1) Income Support/Employment Support Allowance (IR) (ESA(IR))
- (2) Income Based Job Seekers Allowance
- (3) Support under the Immigration & Asylum Act 1999
- (4) Child Tax Credit [(1) provided that Working Tax Credit is not included (2) and that the "annual income for Tax Credit purposes", is within the guidelines set for the financial year]
- (5) The 'Guarantee' element of State Pension Credit

<b>Parent/Guardian details:</b>			
Surname	Title	First Names	
Address & Postcode			Date of Birth:

**Please give details of each child, including the school they attend:**

Full Name	Date of Birth	Address	Name of School

Which benefit are you in receipt of:	√	Dated from	Dated to	NI/Reference No.
Income Support/ESA (IR)				
Job Seekers				
Immigration & Asylum Act				
Child Tax Credit with "the annual income for tax credit purposes" is within this year's threshold figure (No Working Tax Credit - if unsure pass to School for assessment)				
'Guarantee' element of State Pension Credit				

I declare that the particulars stated on this form are correct and that I am in receipt of one of the relevant support payments for free school lunches. 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 law to verify my initial, and ongoing, entitlement I undertake to notify the school immediately I cease to receive or have any changes to the relevant support payment (please note that you will be required to meet the cost of any free meals provided after the date you cease to receive entitlement).

Signature..... Date.....

**FOR OFFICE USE ONLY**

*I have checked the free school meal hub/I have viewed the original Award Notice/Letter –*

Name.....Date.....  
 .....number of children entitled to free school meals. Period of entitlement: from.....to.....