

## APPLICATION FORM FOR FREE SCHOOL MEALS

Please read the attached 'Guidance Notes' very carefully before filling in this form.

Eligibility for Free School Meals will be checked using the Department for Education – Eligibility Checking Service.

When returning this form, please ensure that you completed the form fully with the requested information and signed the declaration below.

### Details of parent/guardian receiving benefit details

<b>Parent/Guardian's Surname:</b>		<b>First Name:</b>
<b>Parent/Guardians Date of Birth</b>		<b>Relationship to Pupil:</b>
<b>National Insurance Number</b>		
<b>Current Family Address</b>		
		<b>Post Code:</b>
<b>Contact Telephone No(s)</b>	<b>Home:</b>	<b>Mobile:</b>

Details

### of child(ren) of school age who require Free School Meals

Child's Surname	Child's First Name	Date of Birth	M/ F	Full Name of School

### DECLARATION:

**The Authority must protect the public funds we handle and so we may use this information you have provided on this card to prevent and detect fraud.**

**We may also share this information, for the same purposes, with other organisations, which handle public funds.**

I declare that the information given on this card is correct to the best of my knowledge and I UNDERTAKE to inform Children's Services of any change in circumstances and that I will produce proof of my income as required.

I understand that Children's Services reserves the right to check any information that I have supplied and make any necessary enquiries.

**Signature**.....

**Date**.....

**Guidance Notes – Please Keep This Page for Reference**

The government  
has given us clear instructions about who is entitled to receive Free School Meals.

Please read these notes carefully.

**PLEASE NOTE YOU SHOULD APPLY TO THE LOCAL AUTHORITY IN WHICH YOUR CHILD'S SCHOOL IS SITUATED.**

Eligibility for Free School Meals will be checked using the Department for Education – Eligibility Checking Service.

The Department for Education (DFE) has provided the local Authority with an Online Free School Meals (FSM) eligibility checking service (ECS) this allows us to verify if parents/carers applying for FSM meet the eligibility criteria for entitlement to free school meals.

The FSM ECS is **ONLY** be used for the checking of free school meals eligibility as part of an application for FSM.

The FSM ECS checks data from the Department for Work and Pensions (DWP), the Home Office (HO) and Her Majesty's Revenue and Customs (HMRC) to establish FSM eligibility.

**Data Protection Act 1998**

The information you provide will be used to assess entitlement to Free School Meals. We may also share this information with other bodies within the council.

Free School Meals are awarded to pupils whose parents/legal guardians receive:

- Income Support (IS)
- Income Based job Seekers Allowance (IBJSA)
- An income related employment an support allowance (IBESA) (this benefit was introduced on 27<sup>th</sup> October 2008)
- Support under part VI of the immigration and Asylum Act 1999 or
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of **6 April 2012** does not exceed **£16,190**.

*Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches.*

- The Guarantee element of State Pension Credit

Children who receive IS or IBJSA in their own right are also entitled to received free school meals.

If the Eligibility Checking System (ECS) cannot support your application, we will contact you to request documentary evidence that may enable Free School Meals to be awarded. In this case examples of accepted forms of documentary evidence are as follows (please note photocopies are preferred):

**INCOME SUPPORT (IS)**

- A letter (dated within the last six weeks) from your Local Benefits Agency
- A Post Office or Bank Statement confirming receipt of DWP IS (Income Support), dates within the last 6 weeks

**INCOME BASED JOB SEEKERS ALLOWANCE (IBJSA)**

- A letter (dated within the last Six weeks) from the Jobcentre which confirms you are in receipt of Income Based JSA

**INCOME RELATED EMPLOYMENT & SUPPORT ALLOWANCE (IBESA)**

- A letter (dated within the last Six weeks) from the Jobcentre which confirms you are in receipt of Income Based ESA

**CHILD TAX CREDIT**

- Copy of the most recent TC602 Tax Credit Award Notice for the current financial year

**GUARANTEE ELEMENT OF STATE PENSION CREDIT**

- A letter (dated within the last six weeks) from the Pension Service confirming you are in receipt of Pension Credit

**ASYLUM SEEKER**

- Asylum Seeker identification card provided by the Local Authority providing financial support
- Or a letter from the Local Authority providing financial assistance confirming Asylum status (dated within the last six weeks) or
- Or a letter from the National Asylum Support Service (NASS) which confirms financial support (dated within the last six weeks)

**PLEASE NOTE YOU SHOULD APPLY TO THE LOCAL AUTHORITY IN WHICH YOUR CHILD'S SCHOOL IS SITUATED.**

In some circumstances Redbridge may authorise Free School Meals for applicants that live out of the Borough, providing they attend a Redbridge school. This exception if the applicant is in receipt of a refusal letter from the borough in which they reside.

Please return the completed form(s) to:

London Borough of Redbridge  
Children's Services  
Admissions and Awards Team  
255/259 High Road  
Ilford

**Essex, IG1 1NN**

**Contact Telephone Number: 020 8708 3114**

**PLEASE NOTE ONCE YOU HAVE SUBMITTED AN APPLICATION AND HAVE BEEN ACCEPTED FOR FREE SCHOOL MEALS, WE WILL CONTACT YOU DIRECTLY REGARDING ANY FUTURE RENEWALS.**