

**APPLICATION FOR FREE SCHOOL MEALS**

For information about eligibility and the documents you need to provide to support your application, read the notes given over the page. Please note that if you are in receipt of Working Tax Credit your children will not be entitled to free school meals regardless of any other credits you may receive.

The Local Authority Identification Service will be accessed on a termly basis to compare against data held by the LA for those residents who are currently in receipt of benefits and eligible for Free School Meals.

	Parent / Guardian 1	Parent / Guardian 2
Surname		
First Name(s)		
Date of Birth		
National Insurance Number		
Address		

**Details of Dependent Children who attend this School**

Surname	First Name(s)	Date of Birth	Sex

**Qualifying Benefits / Credits – Please tick all Benefits you receive**

	Yes	No
1. Universal Credit <i>(provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessments periods)</i>		
2. Income Support		
3. Income Based Job Seeker’s Allowance		
4. Income related Employment & Support Allowance		
5. Guarantee element of Pension Credits		
6. Child Tax Credit <b>and</b> is your current annual income, <b>equal to or less than £16,190?</b>		
7. Working Tax Credit Run-on		
8. Are you an asylum seeker being financially supported by NASS or a local council		

Name of the local council or agency supporting you

**Declaration** I declare that the information given on this form, which will be checked by the school with the relevant authority, is to the best of my knowledge correct. I understand that it is an offence to give false information or withhold information and I undertake to notify the Headteacher of any change in my financial circumstances.

**Signed:**

**Dated:**

**For Official Use Only**

Documentation :		Seen by :		
Income Support Expiry Date :		Financial Year on TC602 :		
No of Children	Date Authorised From	Date Authorised To	Authorised by	Date

## **APPLICATION FOR FREE SCHOOL MEALS**

**Please note - children of parents receiving Working Tax Credits are not eligible for free school meals.**

**How to fill in the Form** - it is important that you read the following notes before you fill in the form. If you require further information contact the School Secretary.

### **Details of Parents:**

1. This section must include all adults who live with and are financially responsible for the child(ren).
2. State your full name, date of birth and National Insurance Number.
3. State your address (place at which you live).
4. State the daytime telephone number at which you can be conveniently contacted.

**Details of Children:** Only enter details of children who meet **all** the following conditions:

1. are financially dependent upon you as the parent/s receiving one of the qualifying benefits
2. are under 19 years of age;
3. are living with you at the same address;
4. are attending this school full time.

**Documents Required** *If you are in doubt which benefit you are receiving please contact your local Benefit Office.*

1. Universal Credit – You must submit your Universal Credit Award Statement.
2. Income Support – You must submit your current Income Support letter from the Benefit Agency confirming you are entitled to Income Support - Photocopies of this letter will not be accepted. If you no longer have this letter, please contact the Benefit Agency to request a new letter to confirm you are receiving income support.
3. Income Based Job Seekers Allowance (IBJSA) – You must submit information from the Benefit Agency confirming entitlement to IBJSA or the school will give you a letter for the Benefit Agency to stamp when you next sign on.
4. Income Related Employment & Support Allowance – You must submit your current ESA documentation.
5. Guarantee element of Pension Credits – a Pension Credit M1000 Award Notice' clearly showing details of any guarantee pensions credit in payment.
6. Child Tax Credit - You must submit your current Tax Credit Award Notice (TC602) issued by the Inland Revenue alone and evidence proving your annual income is equal to or less than £16,190 (Department of Work & Pensions).
7. Working Tax Credit Run-on – confirmation from the Benefit Agency that you are being paid for four weeks after you stop qualifying for working tax credits.
8. If you are an asylum seeker being supported by a local council or NASS - must show the school a letter from the local council or NASS confirming this.

### **Local Authority Identification Service**

1. The school sends current pupil details on a termly basis to the London Borough of Barnet for a comparison list of those families resident in Barnet who are currently in receipt of benefits and eligible for free school meals. No information on the nature of the benefits is shared by the Local Authority.
2. For those resident outside Barnet, the school will make a manual check with the appropriate local authority.
3. Even if you do not wish your child to take up their Free School Meal, the school will benefit from additional funding.
4. If you have any queries or do not wish the school to include your details in this checking system, please write to the school or email [enquiries@eastbarnetschool.com](mailto:enquiries@eastbarnetschool.com)

**Declaration** - It is important you understand and sign this section.

### **Please Note:**

- a) Your Free School Meals applications will not be processed without the correct supporting documentation as set out above for each of the Benefits you state you receive. East Barnet School follows guidelines as set out by Local Government.
- b) If you qualify under 2), 3) or 4) you may also be asked for your child benefit book or notification of entitlement to child benefit on behalf of all the children who would receive free school meals.
- c) The entitlement period for free school meals will run for *April – March* in line with the *financial year*; applications processed during the school year will run up to the following March after which they will be renewed for the following 12 months.
- d) All meals purchased prior to Free School Meals status being verified will be chargeable.