

**APPLICATION FOR FREE SCHOOL MEALS**

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For information about eligibility and the documents you need to provide to support your application, read the notes given over the page but 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.

## 1. Details of Parent(s)

Surname *Mr/Mrs/Miss/Ms *please delete as appropriate	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	Tel No:

## 2. Details of Dependent Children who attend this School:

Surname	First Name(s)	Date of Birth	Sex

3. Are you are in receipt of Income Support **or** Income Based Job Seeker's Allowance **or** Pension Credits? (tick one)Yes  No 

If YES, give your National Insurance Number:

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Your Benefit Office:

4. i) Are you in receipt of Child Tax Credit **and** is your annual income, as assessed by the HM Revenue & Customs, equal to or less than £16,190? (tick one)Yes  No 

## ii) Are you also in receipt of Working Tax Credit (tick one)

Yes  No 

## 5. Are you an asylum seeker being financially supported by NASS or a local council?

Yes  No 

Name of the local council or agency supporting you:	
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## 6. Declaration:

I declare that the information given on this form, which may be checked by the school, 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: Date: **For office use only:**

Date book, letter or form seen (Photocopy attached): \_\_\_\_\_ Seen By: \_\_\_\_\_

(Signature)

Expiry Date of Income Support Book: \_\_\_\_\_ 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 Parent:**

This section should be completed by:

- i) the parent who is claiming the benefits or is an asylum seeker; *or*
- ii) by an adult with whom the child(ren) lives and for whom the adult is financially responsible and receiving child benefit if he or she is also receiving the relevant benefits, or the child is an asylum seeker.

- State your date of birth.
- State your address (place at which you live).
- 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:-

- (i) are financially dependent upon you as the parent or carer receiving income support, income based job seeker's allowance or child tax credit and a family income equal to or less than £16,190 pa;
- (ii) are under 19 years of age;
- (iii) are living with you at the same address;
- (iv) are attending this school full time.

### **Documents Required:**

a) If you are on Income Support or Pension Credits:

- You must submit your current Income Support Order Book to the school before free school meals can be granted.
- If you do not have an Order Book you will need to submit the letter you received from the Benefit Agency confirming you are entitled to Income Support or Pension Credits. 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.

b) If you are receiving Income Based Job Seeker's 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.

If you are in any doubt which benefit you are receiving please contact your local Benefit Office.

c) If you are receiving Child Tax Credit **and** your annual assessed income is equal to or less than £16,190 **and** you do **not** receive Working Tax Credit

- You must submit your current Tax Credit Award Notice (TC602) issued by the Inland Revenue

If you qualify under a), b) or c) 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.

If you are an asylum seeker being supported by a local council or NASS:

- You must show the school a letter from the local council or NASS confirming this.

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