



Sheldon School

APPLICATION FOR FREE SCHOOL MEALS

Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra **£935** for Sheldon, to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to Sheldon School.

Please read the other side of this page for advice on which documentation you need to show the school to confirm your eligibility.



Evidence of Eligibility

Please bring with you the relevant paperwork to confirm your child's eligibility for Free School Meals

Where the family might be eligible for free school meals under **Universal Credit**, applicants should provide:

- A copy of their Universal Credit award statement (from their most recent assessment period(s) - going back a maximum of three assessment periods).

Where the family might be for free school meals under **Child Tax Credit or a legacy benefit**, applicants should provide:

- A letter from Jobcentre Plus confirming eligibility or Income Support payment book;
- A Tax Credit Award Notice (TC602) from HM Revenue & Customs.

Where the family might be eligible for free school meals under **Part VI of the Immigration and Asylum Act 1999** or the **guarantee element of the Pension Credit**, applicants should provide:

- A letter from the Asylum Seekers Team or the National Asylum Support Service (Home Office) (NASS) stating that they are receiving support under Part VI of the Immigration and Asylum Act 1999;
- A 'Pension Credit MIOOO Award Notice' clearly showing details of any Guarantee Pension Credit in payment.



FREE SCHOOL MEALS APPLICATION FORM

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last Name		
First Name		
Date of Birth		
National Insurance Number*		
National Asylum Support Service (NASS) Number*		
Daytime Phone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.



Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year?

(Please place an X in the appropriate box). Yes No

Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year?

(Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: _____ Date: _____

Thank you for completing this form and helping to ensure Sheldon is as well funded as possible.

How the information in this form will be used

The information you provide in this form will be used by the school to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money Sheldon will receive each year.

The information will also be used in relation to pupils to decide whether they are eligible for free school meals. You only need to complete this form once and it will last for the duration of your child's time at Sheldon.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. Please see our Privacy Notice on our website which provides more details on the processing of your personal data.