

# Registration form for Free School Meals and Pupil Premium

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-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Income Support
- The guarantee element of Pension Credit
- Child Tax Credit - with an annual gross income of no more than £16,190 (**with no Working Tax Credit**)
- Working Tax Credit **Run-On** (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Support under Part 6 of the Immigration and Asylum Act 1999

Registering for free meals could also raise an extra **£1,320** for your child's primary school / **£935** for your child's secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities. This is known as the Pupil Premium Grant.

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 your child's school by .....

## ABOUT YOUR CHILD/CHILDREN

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

## 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 Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

\* Complete as appropriate

## 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
- Working Tax Credit **Run-On** (paid for 4 weeks after you stop qualifying for Working Tax 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).

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.

Yes ☐ No ☐ Unsure ☐

### Child Tax Credit

If you are in receipt of Child Tax Credit, **(with no Working 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 ☐ Unsure ☐

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place X in this box ☐

### 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.

Signature of parent/guardian .....

Date.....

Thank you for completing this form and helping to make sure your child's school 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 council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

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.