



## APPLICATION FOR FREE SCHOOL MEALS

Please complete this form only if you are eligible under the categories listed overleaf and your child attends a Reading school.

### **PART A**

Please provide the following information (PRINT)

Full Name of Claimant: (Mr/Mrs/Miss/Ms)											
Address:											
Postcode:						Telephone:					
National Insurance Number:						Date of Birth: / /					
NASS Reference Number:											

Children for whom you are claiming:

Surname	Other Names	M/F	Date of Birth	School Attending	Relationship to Child
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

### **Declaration by Claimant**

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.	
Signature:	Date:

### **DATA SECURITY**

Personal data provided on this form may be held on a computer and is therefore subject to the Data Protection Act 1998. It will only be used for the intended purpose i.e. to determine eligibility for FSM.

**Once you have completed the form please return it to YOUR CHILD'S SCHOOL as soon as possible. Free school meals cannot be provided until the school has received the form and verified your eligibility.**

## PART B – to be completed by School

Declaration by School (Not required by schools using the ECS)

I confirm that I have seen proof that the applicant is currently in receipt of Universal Credit, Income Support or Income based Jobseeker's Allowance, Child Tax Credit whose annual taxable income (as assessed by Inland Revenue) does not exceed £16,190 and are not in receipt of Working Tax Credit, or are in receipt of Guarantee element of State Pension Credit (copy attached)			
Signature:	Name:	Position Held:	Date:

---

### GUIDANCE NOTES FOR PARENTS AND GUARDIANS

#### ELIGIBILITY FOR ENTITLEMENT

If you are in receipt of any of the following you will be entitled to Free School Meals for your child:

- Universal Credit (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 assessment periods)
- Income Support
- Income Based Job Seekers Allowance
- Income related Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you're **not also entitled to Working Tax Credit**) and have an annual income of no more than £16,190

*Note: If you are in receipt of Working Tax Credit during the four week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your child/children are entitled to free school meals*

#### CONFIRMATION OF ELIGIBILITY

Your application may be checked using The Department for Education Free School Meals Eligibility Checking Service using the information you have provided in Part A of this form. The results will be a yes/no confirmation and your child's school will be informed of this.

#### DOCUMENTARY EVIDENCE

You may be requested by the school to provide documentary proof of entitlement.

#### CHANGE OF CIRCUMSTANCE

You must inform the school immediately of any change in your benefit entitlement.

**Once you have completed the form please return it to YOUR CHILD'S SCHOOL as soon as possible. Free school meals cannot be provided until the school has received the form and verified your eligibility.**