

Date stamp:

APPLICATION FOR FREE SCHOOL MEALS

OFFICE USE ONLY

Completed:

ECS outcome:

Initials:

PLEASE WRITE CLEARLY IN CAPITAL LETTERS

Any inaccurate information may delay your child's entitlement to free school meals

SECTION A – Your own details (Parent/Carer)

Your title: (Mr/Mrs/Miss/Ms/Other)							
Your first name:							
Your last name:							
Your date of birth: (dd/mm/yyyy)							
Your current home address:							
Your post code:				Phone:			
Your National Insurance Number:							
NASS Reference number: (Asylum seekers only)							
Relationship to the child(ren) below: Mother/Father/Other – please specify:							

SECTION B – Details of the children you are claiming for

Child's full name	Child's Date of birth			What is the name of the school that this child attends?	Does this child live with you?
	DD	MM	YYYY		
<i>e.g. Richard Hill</i>	<i>23</i>	<i>06</i>	<i>2008</i>	<i>Dovelands Primary School</i>	<i>Yes</i>

Declaration and Authorisation

I certify that the information given is correct to the best of my knowledge and belief. I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits and agree to inform the Free School Meals team immediately if my circumstances change.

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, including the Department for Education Eligibility Checking Service, to verify my initial, and ongoing, entitlement. I understand that you will hold my details on a computer database in accordance with the Data Protection Act 1998.

Signature _____

Date _____

Additional information

You may qualify for free school meals if:

- **You receive Child Tax Credits** (but are not entitled to Working Tax Credit) and your gross annual family income is less than £16,190, as assessed by HM Revenue & Customs.

Please note that your children will **NOT** qualify for Free School Meals if anyone in the household is entitled to Working Tax Credit, regardless of income.

- **You receive Income support.**
- **You receive Income Based Jobseekers Allowance (JSA).**
Please note that Contributions Based JSA is NOT a qualifying benefit.
- **You receive Income Related Employment and Support Allowance (ESA).** Please note that Contributions Based Employment and Support Allowance is NOT a qualifying benefit.
- **You receive the Guaranteed Element of State Pension Credit.**
- **You are an Asylum Seeker** and receive support from the National Asylum Support Service under Part VI of the Immigration and Asylum Act 1999.

Please note:

- You do not need to renew your application each year unless your child is a sixth form pupil. Once granted, your child's free school meals will continue until they finish Year 11, unless your circumstances change and you no longer meet the qualifying criteria.
- Sixth Form students attending Leicester City schools must re-apply each year.
- You do not need to send any proof of benefits to us at this stage. If we do need to see evidence at any time, we will contact you.
- Claims can only be processed upon receipt of a fully completed, valid application form, and cannot be backdated.
- Please ensure that you sign the form before sending it to us.
- Pupils who are in foster care are not entitled to free school meals if their foster parents are paid a fostering allowance that covers the child's food costs.

How to apply for free school meals:

Complete this form and post it (no hand delivery) to: **Free School Meals Service, 4th Floor York House, 91 Granby Street, Leicester, LE1 6FB**

Alternatively, you may deliver your application by hand to New Walk Customer Services, Welford Place, or to any of the Leicester City Council Customer Services centres at New Parks, Saffron or Charnwood.

Applications can also be completed over the phone on **0116 252 7009** (option 3), or online at **www.leicester.gov.uk/freeschoolmeals**

If you have any queries relating to free school meals, please telephone the above number, or e-mail **education.fsm@leicester.gov.uk**.