

## FREE SCHOOL MEALS APPLICATION FORM

Please complete the form in **BLOCK CAPITALS**

Parent(s) Guardian(s)	Last Name	First Name	Date of Birth	National Insurance Number								
Mrs/Miss Ms				<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
Mr				<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

Address:	<b>Telephone Number:</b>
Postcode:	<b>Mobile Number:</b>

<b>Have you changed your address in the last six months? YES/NO (if yes, please provide previous address)</b>
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*If you change your address you **MUST** inform the Free School Meals Team immediately to ensure that renewal forms and correspondence are sent to the correct address.*

*Children at School (include **all** children, even if they have been renewed recently)*

Last Name	First Name	Sex	Date of Birth	School

*Please continue on another sheet if necessary.*

**THE OTHER SIDE OF THIS FORM GIVES DETAILS OF QUALIFYING BENEFITS AND HOW TO APPLY. BEFORE YOU APPLY PLEASE READ AND SIGN THE FOLLOWING UNDERTAKING.**

I understand that South Gloucestershire Council is under a duty to protect the public funds it administers and to this end may use the information I provide within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I authorise South Gloucestershire Council to seek confirmation of the validity of the information provided by me on this form from other central and/or local government bodies, as deemed appropriate by the Data Protection Act 1998 having read the Fair Processing Notice on the notes sheet I was given with this form.

I confirm that the information given on this form is correct and I will inform you immediately of any change in circumstances. I understand that any false or misleading information given on this form or failure to disclose relevant information may make this application void and could render me liable to legal proceedings.

I confirm that the children named above are included in my claim.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE DO NOT FORGET TO ENCLOSE YOUR PROOF OF BENEFIT**

## AM I ELIGIBLE FOR FREE SCHOOL MEALS?

You are eligible for free school meals if you receive:

- Income Support
- Job Seekers Allowance (Income Based – not Contribution Based)
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190.00
- Support under Part VI of the immigration & Asylum Act 1999
- The 'Guaranteed Element' of Pension Credit

### HOW TO APPLY/RENEW

1. Read and sign the certificate on the front of this form.
2. Complete the boxes overleaf with your details and your children's details. If you need help to complete this part of the form, telephone the Children and Young People Information Service on 01454 868008.
3. Attach proof that you are entitled to Free School Meals. We accept:
  - a letter from Jobcentre Plus showing that you receive Income Support or Job Seeker's Allowance (Income Based) and dated within the last three months
  - a copy of your TC602 renewal notice for 2010 – 2011 (valid if you have an income under £16,190.00 and DO NOT receive Working Tax Credit).
  - a copy of your 'Pension Credit M1000 Award Notice' showing that you are in receipt of the 'Guaranteed element' of Pension Credit.
  - a copy of your letter (**listing all children**) from the National Asylum Support Service (NASS) confirming that you receive support under Part VI of the Immigration and Asylum Act 1999.
  - A Bank Statement. Not more than three months old, showing your name, address and which benefit you are receiving.
4. If you do not have any written proof you can either:
  - complete the front of this form and send it to: Benefit Enquiries Team, Ground Floor, Lodge House, 602 - 634 Fishponds Road, Bristol, BS16 3HZ.
  - telephone Job Centre Plus on 0117 958 9400 and ask them to send you a letter of entitlement. You should then attach it to this form.
  - or if you receive support under Part VI of the Immigration and Asylum Act 1999, take this form to your local Refugee Action Centre and ask them to fill in the certificate below.
5. Return this form to: **CHILDREN AND YOUNG PEOPLE INFORMATION SERVICE, PO BOX 2082, COUNCIL OFFICES, CASTLE STREET, THORNBURY, SOUTH GLOUCESTERSHIRE, BS37 9BQ**

### CERTIFICATE OF BENEFITS

(To be completed by the relevant agency)

<p><b>Number of children included in this claim:</b> I certify that the person named and living at the address overleaf are receiving:- (please indicate which benefit)</p> <p><input type="checkbox"/> Income Support <input type="checkbox"/> Job Seekers Allowance (Income based not Contribution based) <input type="checkbox"/> Support from NASS <input type="checkbox"/> Child Tax Credit and not receiving Working Tax Credit <input type="checkbox"/> Guaranteed element of Pension Credit</p> <p>Signature of Officer _____ Date _____</p>	<p><b>JOBCENTRE PLUS/REFUGEE ACTION/PENSION SERVICE OFFICIAL STAMP</b></p>
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<p><b>FOR OFFICE USE ONLY</b></p>	<p>Assessed by (initial): _____</p>	<p>Date: _____</p>

Department for Children and Young People

**FREE SCHOOL MEALS APPLICATION FORM NOTES**

If an additional child is starting school you need to make a fresh application including **all** of your children.

If your child is moving to a new school the Children and Young People Information Service should be notified by the old or new school. If any problems arise, contact the team.

If you were receiving Income Support/Job Seekers Allowance (Income Based not Contribution Based) then have worked for a while, and now receive the relevant benefits, again, you need to make a **NEW** application.

If you change your address you **MUST** inform the Children and Young People Information Service immediately to ensure that renewal forms/correspondence are sent to the correct address.

**The Data Protection Act 1998**

Fair Processing Notice

(Schedule 1 Section 2 Subsection 1(a) & Section 3)

Local Authorities (LA) hold information on pupils in order to run the system and in doing so must follow the Data Protection Act 1998. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The LA uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support etc. information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Local Health Authority) where this is required for

statutory purposes or is deemed to be of benefit to the pupil. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept up to eight years after they have left the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child please contact the South Gloucestershire Council in writing. The Data Protection Officer, South Gloucestershire Council, P.O. Box 2082, Council Offices, Castle Street, Thornbury, South Gloucestershire, BS37 9BQ