



FREE SCHOOL MEALS/ PUPIL PREMIUM APPLICATION 2017/2018

Apply for Free School Meals if you are in receipt of one of the following Benefits.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related employment and support allowance (IRESA)
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, which does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit

If you receive benefits your child's school is entitled to important additional funding called the 'Pupil Premium'.

Schools can use the extra money for a range of activities that can help to raise attainment such as additional tuition, learning support assistants, art therapy, booster classes, educational trips and after school clubs.

They continue to receive this funding for up to six years.

If you receive benefits **please apply using this form** to ensure that your child's school receives this important extra funding – even if you don't want your child to receive a free meal.





FREE SCHOOL MEALS/PUPIL PREMIUM APPLICATION FORM 2017/2018

Please apply online at www.brent.gov.uk/freeschoolmeals or return this completed form to FSM, School Admissions, PO Box 1057, Wembley, Middlesex HA9 1HJ.

You must complete all sections of the application form, including all details of each child attending a school in Brent and sign the declaration statement. We may contact you if any more information is required. Please return this form as soon as possible.

Please note: For children in schools not in Brent you will have to apply to the borough that maintains the school. Eligibility for free school meals will not be backdated.

Free School Meals Eligibility Criteria

To be eligible for free school meals you must be in receipt of one of the following benefits:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related employment and support allowance (IRESA)
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, which does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals. Children under the compulsory school age who are in full time education may also be entitled to receive free school meals.

If you receive Working Tax Credit and NO other qualifying benefit other than Child Tax Credit you will NOT be eligible for Free School Meals.

Details of the Parent/Guardian in receipt of one of the above Benefits

Title (please tick relevant box) Mr Mrs Miss Ms Other

Parent/guardian first name

Parent/guardian surname

Current family address

Postcode

Parent/Guardian Date of birth Day Month Year

Please provide your mobile number and email address, so we can communicate with you

Landline number

Mobile number

Email address

You must provide us with your NI or NASS number and date of birth in order for us to check your eligibility with the Department of Education, Eligibility Checking Service (ECS)

National Insurance Number

or
National Asylum Support Service Reference Number

Child(ren) details

Please complete one box for each child you wish to receive free school meals. If you are claiming for more than four children, please complete additional details on a separate form.

First child

Surname	<input type="text"/>	First name	<input type="text"/>		
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Brent school name	<input type="text"/>				
School postcode	<input type="text"/>	School attendance start date	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Have you previously applied to Brent for free school meals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Second child

Surname	<input type="text"/>	First name	<input type="text"/>		
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Brent school name	<input type="text"/>				
School postcode	<input type="text"/>	School attendance start date	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Have you previously applied to Brent for free school meals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Third child

Surname	<input type="text"/>	First name	<input type="text"/>		
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Brent school name	<input type="text"/>				
School postcode	<input type="text"/>	School attendance start date	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Have you previously applied to Brent for free school meals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Fourth child

Surname	<input type="text"/>	First name	<input type="text"/>		
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Brent school name	<input type="text"/>				
School postcode	<input type="text"/>	School attendance start date	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Have you previously applied to Brent for free school meals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Please complete the application by signing the declaration overleaf.

If you do not sign the form, your application may be delayed and your child may not receive free school meals.

Once we receive your completed application for Free School Meals we will check your benefit entitlement with data held by Department for Work and Pensions, the Home Office and HMRC (Revenue and Customs) through Department for Education Eligibility Checking System (ECS).

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Declaration

I declare that I am the person with parental responsibility for the child named above and the information I have given on the form is true to the best of my knowledge and belief.

I declare that the information given on this form is correct. I agree to inform Brent Council if the children change school, home address or stop receiving any of the eligible benefits. I authorise Brent Council to check the details provided with any relevant body, to check the internal council database and the DfE ECS to verify benefits.

I understand that making a false declaration is a serious matter and could render me liable to prosecution.

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

Signature of parent/guardian.....

Full name..... Date (DD/MM/YYYY)

We have a responsibility to protect the public funds we administer. The information you provide is held on a computer database registered in accordance with the Data Protection Act 1998 and may also be used for prevention and detection of fraud and crime. For these purposes we may also share the information with any other public sector bodies and government agencies who administer public funds under statutory requirements.