

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).

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 Eligibility Checking Service 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.

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. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian.....

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

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.

The information will also be used in relation to pupils aged 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current phase of education (primary or secondary).

You should contact the school or local authority if you have a change in financial circumstances.

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.

GDPR privacy notice

You are providing your information to Brent Council, contact details school.admissions@brent.gov.uk. The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk, or 020 8937 1402.

Your information is collected for the purpose of assessing eligibility for free school meals and the pupil premium, as required to fulfil the council's duties under The Education Act 1996, The Welfare Reform Act 2012 and the Children and Families Act 2014.

The information will be shared with the Department for Education for the purposes of checking eligibility and schools in Brent for the purposes of notifying them of a child's entitlement to free school meals and/or the pupil premium. The information shall be retained for six years after the end of your child's education and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. If you are dissatisfied with the processing of your information, you can raise your concern with the council's data protection officer. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at www.brent.gov.uk/privacy



FREE SCHOOL MEALS/ PUPIL PREMIUM APPLICATION 2019/2020

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 household net earned income of no more than £7,400
- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190



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.

Registering for free meals could also raise an extra £1,320 for your child's primary school and £935 for your child's secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities. 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 **FSM, School Admissions, PO Box 1057, Wembley, Middlesex HA9 1HJ.**

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.

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 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/PUPIL PREMIUM APPLICATION FORM 2019/2020

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

Landline number

Mobile number

Email address

National Insurance Number or National Asylum Support Service Reference Number

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 guaranteed element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal 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, 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 an X in this box.

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 First name

Date of birth / / Male Female

Brent school name

School postcode School attendance start date / /

Have you previously applied to Brent for free school meals? Yes No

Second child

Surname First name

Date of birth / / Male Female

Brent school name

School postcode School attendance start date / /

Have you previously applied to Brent for free school meals? Yes No

Third child

Surname First name

Date of birth / / Male Female

Brent school name

School postcode School attendance start date / /

Have you previously applied to Brent for free school meals? Yes No

Fourth child

Surname First name

Date of birth / / Male Female

Brent school name

School postcode School attendance start date / /

Have you previously applied to Brent for free school meals? Yes No