



Free School Meals Application

NOTES

1. This form is to be used by parents/guardians who wish to apply for Free School Meals for their children and who are in receipt of Income Support (IS), Income Based Job Seeker's Allowance, Guarantee element of State Pension Credit, a payment under part VI of the Asylum and Immigration Act 1999 or Child Tax Credit without Working Tax Credit and with an annual income that does not exceed £13,910.
2. A separate form has to be completed for each school at which you have a child attending.
3. All completed forms are to be returned directly to the school your child attends (one form for each school)
4. We will check that you are receiving Income Support, Job Seeker's Allowance (Income Based) or a payment under part VI of the Asylum and Immigration Act 1999. If this is not possible from council records you will be asked to forward a copy of the first three pages of your benefit book or a copy of your notification of entitlement to Job Seekers Allowance (Income Based), Income Support or payment under part VI of the Asylum and Immigration Act 1999.
5. We cannot confirm from council records that you are receiving Child Tax Credit without the Working Tax Credit and have a taxable income of below £13910 therefore you must attach a copy of your Tax Credit Award Notice form TC602 to the free school meals application.
6. Parents who receive the 'Guaranteed' element of Pension Credit should attach a copy of the Pension Credit M1000 Award Notice as proof of entitlement.
7. If you are not receiving any of the qualifying benefits mentioned above you will have to repay the cost of all Free School Meals which have been provided. The Council will invoice you and if the debt is not paid appropriate steps will be taken in order to seek full recovery.

A separate form has to be completed in respect of each school your children attend, to be returned to the individual schools.

Do not include any children in care. You cannot claim a Free School Meal for them.

PARENT/GUARDIAN'S NAME AND ADDRESS (Please print)

Mr/Mrs/Miss/Ms

Post code

Tel

National Insurance Number of the person within the household receiving Income Support or Job Seeker's Allowance (Income Based)

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School stamp

Name of this person if different from parent/guardian

Mr/Mrs/Miss/Ms

Name of School

Child's Surname

Child's first Name

Date of Birth

DECLARATION

I wish to apply for Free School Meals in respect of the above named children and I am currently in receipt of Income Support, Job Seekers (Income Based), a payment under part VI of the Asylum and Immigration Act 1999, the Guaranteed element of Pension Credit or Child Tax Credit without Working Tax Credit and have an annual income of below £13910.

I agree to tell the school and Education and Cultural Services, Student Support Service, Stephenson House, Stephenson Street, North Shields, NE30 1QA immediately one of the above benefits ceases or there is any other change in circumstances.

Parent/Guardian's signature

Date

Please show below details of children attending other schools

Surname

First names

Date of birth

School

Have you applied for a Free School Meal for these children?

YES

NO