**FREE SCHOOL MEALS APPLICATION FORM**

**Student Name:**

**DOB:**

**Student Eligibility:**

Age

To be eligible for a free school meal in the 2024 to 2025 academic year the student must be aged 16 or over but under 19 at 31st August 2024.

Students aged 19 or over are only eligible for a free meal if they:

Are continuing on a study programme they began aged 16 to 18 (‘19+ continuers’) or Have an Education, Health and Care Plan (EHCP)

Free College Meals are targeted at disadvantaged students. For purposes of eligibility the students or their parents must be in receipt of one or more of the following benefits:

* Income Support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance (ESA)
* Support under part VI of the Immigration and Asylum Act 1999
* The guarantee element of State Pension Credit
* Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs (HMRC)
* Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
* Universal Credit with an annual net earned income of no more than £7,400

**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 guarantee 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

**SUPPORTING EVIDENCE**

**For families eligible for free meals you will need to provide the following evidence to be awarded free meals**

**\*For applications based on tax credit element:** The latest tax credit statement form TC602 from HM Revenue & Customs

**\*For applications based on Income Support, Income Based Jobseekers Allowance and Employment and Support:** You can request a letter from Jobcentre Plus confirming eligibility or an Income Support payment book

**\*For families that might be eligible for free meals under Universal Credit:**  A copy of your Universal Credit award statement (from your most recent assessment period-going back a maximum of 3 assessment periods)

**\*For families that are eligible for free meals under Part VI of the Immigration and Asylum Act 1999 or the guarantee element of the Pension Credit:**

**-**a letter from the Asylum Seekers Team or the National Asylum Support Service (Home Office) (NASS) stating that they are receiving support under Part VI of the Immigration and Asylum Act 1999;

-a ‘Pension Credit M1000 Award Notice’ clearly showing details of any Guarantee Pension Credit in payment

Once you have provided the supporting evidence that you are entitled to Free Meals W4U can then apply for the free meals to be supplied to your child

**DECLARATION**

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: ………………………………………………………….

Date:……………………….

**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 in year 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 school. 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.