

# Application for Free School Meals

Please fill in all sections so that your child's eligibility for Free School Meals (or **your** eligibility if you are **applying for yourself**) can be verified. You must indicate the benefit(s) you are receiving. If you have any questions, please call the Education Helpline on **0345 155 1019**.

**Incomplete forms will be returned and this may delay the start date for your claim.**

## 1 Your name and address

Title  Initial(s)  Surname

Date of Birth  National Insurance Number

Address

Postcode  email

Telephone  Relationship to the child(ren)

## 2 Your partner if living at the same address

Title  Forename and Surname  Date of Birth  National Insurance Number

## 3 Your children for whom you are applying, attending a school or sixth form in Devon\*

Forename	Surname	Gender	Date of Birth	School	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 4 Your benefits - please select the benefit(s) you receive which entitles you to Free School Meals

- |  |  |
|--|--|
| <input type="checkbox"/> Universal Credit (annual net earned income no more than £7,400 as assessed by earnings from up to 3 of your most recent assessment periods) | <input type="checkbox"/> Guaranteed element of State Pension Credit  |
| <input type="checkbox"/> Income Support (IS)   | <input type="checkbox"/> Child Tax Credit <b>without</b> Working Tax Credit (WTC) and annual income below £16,190 a year     |
| <input type="checkbox"/> Income-based Jobseeker's Allowance (IBJSA)  | <input type="checkbox"/> Entitled to Working Tax Credit run-on (for a further four weeks after no longer qualifying for WTC) |
| <input type="checkbox"/> Income-related Employment and Support Allowance (IRESA)   | <input type="checkbox"/> Support under Part VI of the Immigration and Asylum Act 1999  |

## 5 Declaration, Privacy and Data Protection

Your personal data is being used by the School and Devon County Council for the purposes of an application for Free School Meals. We undertake to ensure your personal data will only be used in accordance with our privacy notice, accessed at <https://new.devon.gov.uk/privacy/privacy-notice/> Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Free School Meals Team at [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk) or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at 01392 383000 or at [accesstoinformationsecure@devon.gcsx.gov.uk](mailto:accesstoinformationsecure@devon.gcsx.gov.uk). For more information about Data Protection, please contact the School or visit <https://new.devon.gov.uk/accesstoinformation/data-protection>.

I confirm that, as far as I know, the information I have given above is correct. I will tell you immediately if my details or circumstances change. I wish for Devon County Council to be able to assess my claim in future by a secure computer link with the Department for Education. I authorise Devon County Council to use my information to process my claim for Free School Meals and to contact other sources as allowed by law to verify my initial and continuing entitlement.

Your signature

Date



**Please post completed forms to:**

Admissions Team, Room L60, County Hall, Exeter EX2 4QD or email to [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk) or return it to your child's school.

**Helpline 0345 155 1019**

**Important**

**You no longer have to reapply** as we are able to carry out an audit check from time to time on your eligibility status. However, as soon as your circumstances change, for example, if you start to receive **Working Tax Credits** or you **stop receiving any of the qualifying benefits**, you **must** notify us by phoning **0345 155 1019**. We will then inform your child(ren)'s school.

**We are not informed automatically if your circumstances change and you no longer qualify for Free School Meals.**

**How do I qualify?**

If you receive **any** of these benefits you may be eligible for Free School Meals:

- \* Universal Credit (annual net earned income no more than £7,400 as assessed by earnings from up to 3 of your most recent assessment periods)
- \* Income Support (IS)
- \* Income-based Jobseeker's Allowance (IBJSA)
- \* Income-related Employment and Support Allowance (IRESA)
- \* Child Tax Credit (**without** Working Tax Credit) and with an annual taxable income assessed by HM Revenue and Customs to be less than £16,190
- \* Guaranteed element of State Pension Credit
- \* Where a parent is entitled to a Working Tax Credit run-on (the payment received for a further 4 weeks when no longer qualifying for Working Tax Credit)
- \* Support under Part VI of the Immigration and Asylum Act 1999

**Pupil Premium** is additional funding given to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. The criteria for Pupil Premium are the same as for Free School Meals (see Page 1). If we authorise your child's Free School Meals claim, it means that the school is able to receive the Pupil Premium funding for your child.

**Universal Free School Meals** All children in Key Stage 1 are automatically entitled to a free school meal. If you apply for Free School Meals for a child in KS1, we will check your entitlement for Pupil Premium only and inform the school that your child is eligible for the Pupil Premium. You can speak with the school directly to find out how they use the funding. Please note that we will not respond to your application for Free School Meals for a child in KS1 if he or she is already entitled to a free school meal. Even so, we ask all parents to complete this form as it enables schools to know about every child on roll who is eligible for the Pupil Premium additional funding.

**You do not need to send evidence of your qualifying benefit(s) with this application. If we need evidence at a later date, we will contact you.**