

# Application for Free School Meals and Pupil Premium Funding

Please fill in all sections so that your child's eligibility for Free School Meals and Pupil Premium can be verified. You must indicate the benefit(s) you are receiving. 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.

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

## 1. Your name and address (the person claiming benefits for the family)

Title		First name		Surname	
Date of birth		National Insurance Number or NASS number			
Address					
Postcode		Telephone			
Relationship to children					

## 2. Your partner living at the same address

Title		First name		Surname	
Date of birth		National Insurance Number or NASS number			
Relationship to children					

## 3. Your child(ren)'s details (this includes all children in the family who may be in different year groups/schools)

Forename	Surname	Date of birth	Gender M/F	School

## 4. Your benefits

Please complete this section only if your joint family income is £16,190 or under

Please tick (✓) if you are in receipt of Working Tax Credit

Please tick (✓) the type of benefit you receive	
<input type="checkbox"/> Income Support	<input type="checkbox"/> Income based Job Seeker's Allowance
<input type="checkbox"/> Income related Employment and Support Allowance	<input type="checkbox"/> Support under Part VI of the Immigration and Asylum Act 1999
<input type="checkbox"/> Child Tax Credit without <b>Working Tax Credit</b> and an annual household income of less than £16,190	<input type="checkbox"/> Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
<input type="checkbox"/> Guaranteed element of State Pension Credit	<input type="checkbox"/> Universal Credit

## 5. Your benefits - declaration

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

I agree you may share the result of my free schools meals entitlement with the Home to School Transport Team should I apply for free travel, where appropriate.

I declare that the information given on this form is correct and I will tell you immediately if my details or circumstances change.

Your signature: .....

Date: .....

**Once completed please hand this form into your child's school or send to: Wakefield Council, Children and Young People, Free School Meals, Room 42, County Hall, Wakefield WF1 2QL or alternatively e-mail to [hst@wakefield.gov.uk](mailto:hst@wakefield.gov.uk). If you have any queries please phone 01924 305061.**

**Important:** You no longer have to reapply once you have submitted your application form 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 phone immediately on (01924) 305061. We will then inform your child(ren)'s school. **If your child receives free school meals whilst they are not entitled your child's school/academy may ask you to pay for meals provided.**

**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 eligibility criteria for Pupil Premium is the same as for Income Related Free School Meals. If we authorise your child's Free School Meals claim, it means that the school is able to receive Pupil Premium funding for your child.

**Universal Infant Free School Meals:** All children in reception, Year 1 and Year 2 are automatically entitled to a free school meal, regardless of income but if you are on one of the above benefits your child's school is also eligible for **Pupil Premium**. You can speak to the school to find out how they use the funding and some schools even offer incentives to encourage parents to apply.

### DATA PROTECTION ACT 1998

Wakefield Council will use the information given on this form for the purpose of processing your application for free school meals. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public money.