



FREE SCHOOL MEALS AND PUPIL PREMIUM APPLICATION FORM

City of Westminster

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete one form for each child and take it to the school to be stamped. *Only* complete this form if your child is attending a school maintained by Westminster Local Authority (LA). The school can pass your form to us or you can send it to: **Free School Meals, P.O. Box. 649, Weston-Super –Mare, BS23 9NR.**

ABOUT YOUR CHILD

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS.

Last name													
First Name													
Date of Birth	DD	MM	YYYY										
National Insurance Number*													
National Asylum Support Service (NASS) Number*			/		/								
Daytime Telephone Number													
Mobile Number													
Address													
	Postcode:												

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes

No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please tell us if you are in receipt of any of the benefits listed:

Income Support.

Income- based Jobseekers Allowance.

Income-related Employment and Support Allowance.

Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999.

The Guarantee element of the State Pension Credit.

Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

Working Tax Credit run-on

Universal Credit

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

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 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:.....

Office Use only	
Input by	Application returned
Assessed by	
Benefits confirmed (hub or documents)	
FSM start date	FSM finish date

About this form.

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300* for your child's 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 welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding 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 children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once. If you qualify, then free school meals are authorised for one year. We will automatically check your application electronically on a yearly basis.

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

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.

(*This amount is subject to change by the Government).