

FREE SCHOOL MEALS APPLICATION FORM

Education, Participation and Skills



To apply for free school meals please complete this form and return it to your child's school, or alternatively you can apply online via our online application form.

<https://www.plymouth.gov.uk/schooleducationchildcareskillsandemployability/freeschoolmeals>

To qualify children must be in full time education in a local authority funded school, sixth form or local authority nursery for full days (before and after lunch) - those in further education colleges do not qualify. The parent or guardian the child lives with must receive one of the qualifying benefits. Pupils receiving Income Support in their own right are entitled to free school meals.

Please note: **those receiving Working Tax Credit do not qualify even if Child Tax Credit and income criteria are met.** Those paid Foster Carers Allowance do not qualify, as the allowance covers this cost.

PARENT OR GUARDIAN DETAILS

Title: Mr / Mrs / Miss / Ms	First name:	Last name:
Date of birth:	Telephone:	National Insurance or NASS number:

Address:

I am eligible to claim free school meals for my child as I receive one of the below. You may be asked to provide paper evidence to support your claim.

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (most recent award notice - with no Working Tax Credit **AND** annual income not exceeding £16,190)
- Guarantee element of pension credit
- Income Related Employment and Support Allowance
- Universal Credit – from 1 April 2018 provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods

Please Note: Eligibility for FSM cannot be determined until you have received your first Universal Credit statement or entitlement letter. We have been informed by DWP that they may take up to 6 weeks to process your first/new claim.

- Support under part VI of the Immigration and Asylum Act

Signature.....

Date.....

CHILD DETAILS

Child's surname (legal)	First name	Date of birth	Relationship	School

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HOW TO APPLY FOR FREE SCHOOL MEALS

You can apply via Plymouth City Council's free school meal application form online:

<https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/freeschoolmeals>

Alternatively complete all parts of this form and take it to the child's school. We will check your entitlement to Free School meals via a secure government website. If your details are not found on the secure website then we will ask you to provide paper based evidence to the school for verification. Please allow up to 5 working days for your application to be processed.

If you have not completed the form correctly your claim may be delayed and you will be charged for each meal taken.

If you are asked to provide paper evidence the following will be accepted as proof:

- a letter from the benefits agency or job centre dated within the last eight weeks
- your most recent form TC602 Tax Credit Award Notice from HM Revenue and Customs showing your tax credit award
- Pension Credit M1000 Award notice showing how your pension credit has been worked out
- Universal Credit either UC Statement - Full Service letter or UC Entitlement letter – Live Service
- a letter from the Home Office with the claimant and their dependants listed confirming asylum status.

PARENT OR GUARDIAN PRIVACY NOTICE

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679). The information being processed The Council is collecting the information in this form (personal) and any supporting evidence provided for the purpose of managing your request to the Free School Meals Administrator. This information will be used for assessing eligibility for free school meals.

Information Sharing - To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with: Staff at your child's School/Academy/Staff within Education, Participation and Skills at Plymouth City Council/ we will only provide information about you to provide a service or where we are legally obliged to. We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do. We will never share your information for marketing purposes.

Retention Periods - We will only keep your information for 3 years after free school meal entitlement ceases.

Privacy policy - The full policy and notice is available on the Plymouth City Council website at:

<https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>