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Dear Parents/Carers,

Universal Free School Meals for Infants & Free School Meals for Juniors

Free School Meals and Vital Pupil Premium Funding

Under the current system, your child may be eligible to receive free school meals if you are in receipt of certain benefits and have applied for them – please see overleaf for additional information.

For children who receive free school meals, the school also receives additional funding which is known as pupil premium. This funding is for each child that has been on the register at any point during their time at school, even if their entitlement to free school meals stops, and is invested by the school in a diverse range of ways to support children with their learning.

Please could we ask that if you are eligible, you apply for 'free school meals' even if your child is in Year R, 1 or 2, otherwise we will not receive this vital funding as we cannot claim it directly.

You can now check eligibility online at:

<http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

I am also happy to check or you if you pop into the school office or return the form overleaf. Please be assured applications are confidential and the school will not have access to any other personal data other than whether your child is eligible.

All children in Years R, 1 & 2 children not eligible for 'free school meals' as outlined above will receive a school dinner at no charge to you under the new Universal Infant Free School Meal scheme. This does not attract any additional pupil premium funding.

Please do come and see me if you would like any further information.

Sincerely,

Melanie Woodland

Mrs M Woodland
Office Manager



Please complete the form below and return to Mrs Woodland if you would like us to check eligibility for you

REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM

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 this form and return to your child’s school.

ABOUT YOUR CHILD/CHILDREN

Child’s Last Name	Child’s First Name	Child’s Date of Birth			Name of School
		DD	MM	YYYY	Chilham St Mary’s CE Primary
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First Name																				
Date of Birth	DD			MM			YYYY				DD			MM			YYYY			
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/			/							/			/				
Daytime Telephone Number																				
Mobile Number																				
Address																				
	Postcode:										Postcode:									

* Complete as appropriate



FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year?

If it is you do not need to complete the next section and can go straight to the declaration at the end of the form.

If it is less, please place an X in this box if you¹ are in receipt of any of the benefits listed below:

- 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 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

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:**

¹ This includes those who have parental rights for the child/children named on this form.



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 and it will last for the duration of your child's time at their current school.

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.