



APPLICATION FOR FREE SCHOOL MEALS

Children will only qualify for free school meals if parents receive **Income Support, Income Based Job Seekers Allowance, Employment Support Allowance (Income Related) or Child Tax Credit** (but who are NOT entitled to a Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,040), **Guarantee Element Of State Pension Credit** or Support under part VI of the Immigration & Asylum Act 1999. Only one form per family need be completed. Please return this form with the evidence to your child's school office/administrator.

Name of Applicant (Block capitals please)

Mr/Mrs/Miss/Ms Initials Surname Date of Birth

Address

Postcode

Tel. No Relationship to pupil(s)

1. Name of each dependent child for who you are applying for free school meals.
(Do not include foster children)

| Forename(s) | M/F | Surname | Date of Birth | Name of School Attending | School next term if different |
|-------------|-----|---------|---------------|--------------------------|-------------------------------|
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2. If you already receive free school meals, please give the date on which your present entitlement expires

3. Your National Insurance Number (N.I. No.)

4. Name and National Insurance Number of the person claiming benefits for the pupil, if different from above, and relationship to pupil:

Name N.I. No

Relationship

5. You must enclose / show your Income Support Benefit book or a recent letter (no more than 8 weeks old) which specifies the benefits you are entitled to, or Form TC602 from the Inland Revenue (Tax Credit Award notice). Failure to submit evidence will mean that your application cannot be processed. Any original document will be returned to you.

6. You must inform Children's Services of any change in circumstances that would affect your entitlement e.g. move house, change of partner, change of family members, new job.

7. Declaration of Parent or Guardian I certify that the information given is, to the best of my knowledge and belief, correct and I understand that the Local Authority may make enquiries as necessary to verify the information given. I also agree that the Benefits Agency can reveal computer information for verification purposes only. The results of any free school meal eligibility check may also be used to assess your entitlement to receive school transport.

Signed Date

(Signature of Applicant)

Data Protection: Information collected and processed by Torbay Council complies and is stored in accordance with the UK Data Protection Act, 1998. Torbay Council does not rent or sell your personal information to third parties. The information you provide on this form will be used to process your application for free school meals. The only parties that this information may be disclosed to are other Council departments and schools in order to check eligibility for free school meals or school transport. We also may need to disclose information to third parties as required by applicable legislation.

FOR OFFICE USE ONLY

What evidence was seen: Letter from Jobcentre Plus Office, TC602 Date of Expiry, Bank Statement
(Please delete as necessary)

Original evidence seen by: Name (Block capitals please)

Signature Date

Position

Free School Meals

Notes

Children whose parents/guardians receive any of the following are entitled to free school meals:

- Income Support (IS)
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual taxable income (as assessed by The Inland Revenue) which from 6 April 2009 does not exceed £16,040;
- Income-based Job Seekers Allowance (IBJSA)
- Employment Support Allowance (Income Related)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999

N.B. Children who receive these benefits in their own right are also entitled to free school meals.

Children in the care of the local authority e.g. foster children cannot be considered for free school meals.

Parents must complete the application form (one form per household, irrespective of which school the child attends), AND supply up-to-date documentary evidence of their entitlement to a qualifying benefit. Those in receipt of Income Support or Income Based Job Seekers' Allowance will need to contact the Benefits Agency (telephone 0845 603 6095) to obtain a letter of confirmation, and attach it to their application; others should attach a copy of their current notification of entitlement to Tax Credit, as received from the Inland Revenue (the whole of the document will be required). If you do not have this letter you should contact 0845 300 3900. When an application is approved, the local authority will issue an awarding letter, confirming that school meals should be provided free of charge, from the date stated in the awarding letter.

Parents must apply for free school meals every six months. You will receive a letter from your child's school telling you when to reapply.

Generally there is no backdated entitlement. Parents must pay for meals until the application is processed. If there are exceptional reasons why a parent did not apply earlier they must write to Admissions and Student Services, Children's Services, Oldway Mansion, Torquay Road, Paignton TQ3 2TE explaining the circumstances. Consideration will then be given to refunding the money the parent has paid for meals.

If there is a change of circumstances e.g. a change in entitlement to the qualifying benefits, a house move, a change in family circumstances, a new job, Children's Services must be informed immediately.

Contact telephone numbers

Admissions and Student Services -01803 208244/208251

Enquiries about

Income Support or Income Based Job Seekers Allowance - 0845 6036095

Child Tax Credit – 0845 3003900

Pension Credit – 0845 6060265