

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