



21st October 2022

Dear Parents and Carers,

Are you eligible for free school meals?

As a school we appreciate that many of us are facing financial hardship and we are keen to support in any way possible.

If you, the parent or carer, receive at least one of the following benefits your child may be entitled to free school meals:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- The guarantee element of Pension Credit
- Child Tax Credit, but NOT entitled to Working Tax Credit and you have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Support under the Immigration and Asylum Act 1999, section 95
- Universal Credit (income thresholds apply)

Where a parent is entitled to Working Tax Credit Run-on - the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit - their children are entitled to free school lunches. Children who receive a qualifying benefit in their own right are also eligible to receive free school meals.

Free School Meals for ALL Key Stage 1 Pupils

All children in reception, year 1 and year 2 at state-funded schools in England will be eligible for free school meals, as part of the national Universal Free Infant School Meals Scheme.

It is important, however, that all parents who receive one of the benefits listed above still register for free school meals as this will enable your child's school to claim "pupil premium allocation". The pupil premium is additional funding given to publicly funded schools in England to raise attainment. This additional funding for can help us to buy new equipment and resources.

If you would like to apply or check if you are eligible please complete the attached application form. You can email it directly to Nottingham City Council at pupil.benefits@nottinghamcity.gov.uk or drop it into the school office for us to make the application on your behalf. You will need to include some supporting evidence too.

Yours sincerely,

Miss S Cao
Headteacher



Free School Meals and/or School Clothing allowance

1 Details of parent/legal guardian

The form should be completed by the parent/legal guardian who is in receipt of the qualifying benefit:

Title (Mr/Mrs/Miss/Ms)	Surname	First name(s)	
Address:			
Postcode	Email Address		
Home Phone	Mobile		
National Insurance number or Home Office number		Date of Birth	

2 Partner's details

Title (Mr/Mrs/Miss/Ms)	Surname	First name(s)	
National Insurance number or Home Office number			
		Date of Birth	

3 Change of name or address

If you or your child/ren have changed name and/or address in the last year, please give previous details below:

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4 If you are eligible for free school meals, do you wish your child/ren to receive them? Y / N

5 Details of any children in the family

Please include in the boxes below details of all dependent children who are living with you and are in attendance at school or nursery. Please include the names of any children who will be starting school or full-time nursery in the next 12 months.

First name	Surname	Male/ Female	Date of birth	Name of school/nursery

6 School Clothing Payments – not required for students at academies

If you are eligible to receive school clothing allowance, we will pay the money directly into your bank account.

Please complete your bank account details below:

Name and address of the bank or building society:	Bank sort code	<input type="text"/>
	Account number	<input type="text"/>
	Name of account holder(s)	<input type="text"/>

7 Qualifying confirmation

The qualifying benefits to be eligible to receive free school meals, free mail and/or school clothing allowance are:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance (Income Related)
- Guarantee element of Pension Credit
- Support under section 95 of the Immigration & Asylum Act 1999
- Universal Credit with an annual net earned income of £7,400 or below

Free School Meals only

- Your annual income is not more than £16,190 (as assessed by Her Majesty's Revenue and Customs) and you are in receipt of Child Tax Credit
- **PLEASE NOTE: WORKING TAX CREDIT IS NOT A QUALIFYING BENEFIT FOR FSM**

School Clothing Allowance only

- Your annual income is not more than £16,190 (as assessed by Her Majesty's Revenue and Customs) and you are in receipt of Child Tax and/or Working Tax Credit **(excluding pupils who attend academies)**

You must provide proof of your entitlement to one of the listed benefits along with this completed application form. (Failure to provide the relevant supporting documentation may affect the processing of your claim)

8 Declaration to be signed by ALL applicants

I understand that my entitlement to free school meals and/or school clothing allowance will continue only as long as I am in receipt of qualifying benefits. I will **immediately** inform the **Pupil Benefits Team** if my entitlement to **qualifying benefits end and/or the contact details for myself and/or my child/ren change**. I understand that if I do not inform you of a change to my circumstances and my child/ren continue to receive free school meals or school clothing allowance I will have **to repay the amount in full**.

I declare that all of the information provided on this form and associated documents is complete and true and I authorise Nottingham City Council to take such steps as they consider necessary to verify the information provided.

I understand that you must protect the public funds that you handle and that you may use the information provided to prevent and detect fraud. You may also share this information with other organisations that handle public funds. I understand that to give false information may lead to prosecution.

Claimant:		Partner:	
Signed:		Signed	
Date:		Date:	

Once you have completed the application return the form via email to: pupil.benefits@nottinghamcity.gov.uk

FOR OFFICE USE ONLY

Received Date		FSM start	
Processed Date		SCA issue	
Assessed By		EMS Number(s)	
Benefits Confirmation	Proofs/OCP		