

APPLICATION FORM FOR FREE SCHOOL MEALS

Please read the attached 'Guidance Notes' very carefully before filling in this form. When returning this form, please ensure that you have included proof that you receive the current benefit entitlement as stated in the guidance notes and signed the declaration below.

Details of parent/guardian receiving benefit details

Parent/Guardian's Surname:		First Name:
Parent/Guardians Date of Birth		Relationship to Pupil:
National Insurance Number		
Current Family Address		
		Post Code:
Contact Telephone No(s)	Home:	Mobile:

Details of child(ren) of school age who require Free School Meals

Child's Surname	Child's First Name	Date of Birth	M/ F	Full Name of School

DECLARATION:

The Authority must protect the public funds we handle and so we may use this information you have provided on this card to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.

I declare that the information given on this card is correct to the best of my knowledge and I UNDERTAKE to inform Children's Services of any change in circumstances and that I will produce proof of my income as required.

I understand that Children's Services reserves the right to check any information that I have supplied and make any necessary enquiries.

Signature.....

Date.....

Guidance Notes – Please Keep This Page For Reference

The government has given us clear instructions about who is entitled to receive Free School Meals.

Please read these notes carefully.

Data Protection Act 1998

The information you provide will be used to assess entitlement to Free School Meals. We may also share this information with other bodies within the council.

If you live in Redbridge, your children who live with you are entitled to Free School Meals if they are, or will be, full time school pupils aged four and over, attending a Local Authority maintained school.

Free School Meals are awarded to pupils whose parents/legal guardians receive:

- Income Support (IS)
- Income Based job Seekers Allowance (IBJSA)
- An income related employment an support allowance (IBESA) (this benefit was introduced on 27th October 2008)
- Support under part VI of the immigration and Asylum Act 1999 or
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of 6 April 2010 does not exceed £16,190.

Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches.

- The Guarantee element of State Pension Credit

Children who receive IS or IBJSA in their own right are also entitled to received free school meals.

Evidence confirming receipt of one of the benefits listed above must be provided with the application form. Examples of acceptable forms of documentary proofs are as follows (please note that we can accept photocopies of these):

INCOME SUPPORT (IS)

- A letter (dated within the last six weeks) from your Local Benefits Agency
- A Post Office or Bank Statement confirming receipt of DWP IS (Income Support), dates within the last 6 weeks

INCOME BASED JOB SEEKERS ALLOWANCE (IBJSA)

- A letter (dated within the last Six weeks) from the Jobcentre which confirms you are in receipt of Income Based JSA

INCOME RELATED EMPLOYMENT & SUPPORT ALLOWANCE (IBESA)

- A letter (dated within the last Six weeks) from the Jobcentre which confirms you are in receipt of Income Based ESA

CHILD TAX CREDIT

- Copy of the most recent TC602 Tax Credit Award Notice for the current financial year

GUARANTEE ELEMENT OF STATE PENSION CREDIT

- A letter (dated within the last six weeks) from the Pension Service confirming you are in receipt of Pension Credit

ASYLUM SEEKER

- Asylum Seeker identification card provided by the Local Authority providing financial support
- Or a letter from the Local Authority providing financial assistance confirming Asylum status (dated within the last six weeks) or
- Or a letter from the National Asylum Support Service (NASS) which confirms financial support (dated within the last six weeks)

PLEASE NOTE IF YOU DO NOT RESIDE WITHIN THIS BOROUGH ANY APPLICATION FOR ASSISTANCE SHOULD BE MADE DIRECTLY TO YOUR HOME AUTHORITY.

In some circumstances Redbridge will authorise Free School Meals for applicants that live out of the Borough, providing they attend a Redbridge school. This exception only applies to the following boroughs:

- Barnet
- Camden
- Croydon
- Hackney
- Haringey
- Southwark
- Tower Hamlets
- Waltham Forest

Please return the completed form and proof(s) to:

London Borough of Redbridge
Children's Services
Admissions and Awards Team
255/259 High Road
Ilford
Essex, IG1 1NN
Contact Telephone Number: 020 8708 3114

PLEASE NOTE ONCE YOU HAVE SUBMITTED AN APPLICATION AND HAVE BEEN ACCEPTED FOR FREE SCHOOL MEALS WE WILL CONTACT YOU DIRECTLY REGARDING ANY FUTURE RENEWAL