

## Free School Meals Application Form

For children attending all years **(Including Infants)** in West Berkshire Schools

Alternatively you can make an online application at [www.westberks.gov.uk/freeschoolmeals](http://www.westberks.gov.uk/freeschoolmeals)



### Note for parents with infant children

Since September 2014, all children attending Reception, Year 1 and Year 2 have been offered a free school meal as part of the Government's Universal Free School Meals for Infants program.

If you receive the benefits outlined below, you still need to apply for free School meals to see if you would be entitled. If you are entitled, the school can use the information to claim additional funding from the Pupil Premium Grant to help support your child.

### Part 1 - Details of the applicant who must be the child's parent or legal guardian

Mrs/Mrs/Miss/Ms	
Address:	
Phone Number:	
Email:	

### Part 2 – Information required to check if you are entitled

**Please confirm if you receive any of the following benefits:**

Universal Credit (provided you have an annual net income of no more than £7,400, as assessed by earnings from up to 3 of your most recent assessment periods)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Income Support	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Jobseeker's Allowance <b>(income-based)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employment and Support Allowance <b>(income-related)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
support under Part VI of the Immigration and Asylum Act 1999	Yes <input type="checkbox"/>	No <input type="checkbox"/>
the guaranteed element of Pension Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income (household income) of no more than £16,190)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Please confirm if you receive working tax credits

If you are in receipt of Working Tax Credits then you do not qualify for Free School Meals or Pupil Premium.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you are in receipt of the above benefits but not working tax credits, please complete the following so we can check your entitlement:

**Applicant's National Insurance Number:**

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**Applicant's Date of Birth:**

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If you are an Asylum seeker we need you <b>NASS Number:</b>	
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If you have confirmed that you receive any of the above benefits a check will be made against records held by the Department for Work and Pensions, HM Revenue and Customs and the Home Office to determine entitlement.

### Part 3 - Details of Children in the family

Please list all children who attend West Berkshire Schools

Child's Surname	Child's First Name	Date of Birth	Name of School

### Part 4 - DECLARATION TO BE SIGNED BY THE CLAIMANT

I certify that the information given above is to the best of my knowledge and belief correct and, where necessary I undertake to notify West Berkshire Council if the benefit I receive ceases. I understand that West Berkshire Council may verify any of the information provided. I **agree** that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial, and on-going, entitlement. I **understand** that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive free travel to school.

<b>Signed:</b>	<b>Date:</b>
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**You can return this form to your child's school or allocated school who will forward to West Berkshire Council's Free School Meals Team or you can post to:**

School Admissions & Free School Meals Team, West Berkshire Council, West Street House, Newbury, RG14 1BZ

### Privacy Notice

Our Privacy Notice explains more about how we use the data you give us in this form. You can read it online at [www.westberks.gov.uk/pnfsm](http://www.westberks.gov.uk/pnfsm)