

APPLICATION FOR FREE SCHOOL MEALS

**BOROUGH OF POOLE, CHILDREN, YOUNG PEOPLE
AND LEARNING, DOLPHIN CENTRE, POOLE BH15 1SA**



Is this... First application Change of details/circumstances Additional child(ren)

**PLEASE NOTE IF YOU ARE ENTITLED TO ANY LEVEL OF WORKING TAX CREDIT
YOU DO NOT QUALIFY FOR FREE SCHOOL MEALS.**

SECTION A – PARENT/CARER DETAILS

**PLEASE COMPLETE ALL FIELDS (Email address is optional) IF YOU DO NOT PROVIDE YOUR NATIONAL
INSURANCE NUMBER AND DATE OF BIRTH, YOU WILL NEED TO PROVIDE PAPER EVIDENCE OF YOUR
BENEFIT. PLEASE SEE OVERLEAF.**

TITLE		SURNAME		FOR OFFICE USE	
FORENAME				ECS	
ADDRESS					
TOWN				Date	
POST CODE		RELATIONSHIP TO PUPIL(S)			
DAYTIME TELEPHONE NO.				Initials	
EMAIL ADDRESS					

The person claiming the benefit should provide their National Insurance number and date of birth. This will be used to check entitlement through a secure Department for Education website (see overleaf).

PARENT/CARER N.I. NUMBER										PARENT/CARER DATE OF BIRTH			
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**List all children who will be attending a Borough of Poole School
that you are claiming for:**

SURNAME	FIRST NAME	DATE OF BIRTH			M/F	NAME OF SCHOOL	SCHOOL START DATE (Full-time)		
		DD	MM	YY					

Please detail any additional children on a separate sheet and attach to this form.

DECLARATION

- I declare that the information given on this form is correct and complete and that I have the right to claim free school meals for all children listed on this form (see overleaf).
- I agree that you can make any reasonable enquiries you need to check the information on this form.
- I will inform you immediately if I stop receiving the benefit which entitles me to free school meals or if any of my other circumstances change, and I understand that I may have to repay the Borough of Poole if free school meals are received by my children whilst I am not entitled.

PARENT/GUARDIAN SIGNATURE		DATE			
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FREE SCHOOL MEALS INFORMATION



If you claim Working Tax Credit you will not qualify for Free School Meals.

Who can I claim for?

Free school meals are provided for children who are attending a school maintained by the Borough of Poole on a full-time basis. You can claim for any child who you are the parent of according to the definition of parent in the Education Act (1996) ie any child whom you have parental responsibility for or is in your care.

How do you know if I am entitled?

When you provide us with your National Insurance number and date of birth we can check your entitlement online through a secure website provided by the Department for Education. This means that you may not need to send in any paper evidence and your entitlement will continue until you stop receiving the qualifying benefit or you tell us otherwise. The Department for Education records will normally confirm whether or not you're entitled to free school meals. However, in some cases these records may not detect the qualifying benefit, in which case you will need to provide paper evidence.

If you do not wish to supply your National Insurance number and date of birth, or if these do not confirm that you are eligible, you will need to provide paper evidence that you receive one of the following (all pages of the award notice are required). **Please do not send original documents as we are unable to return them.**

- Income Support
- Jobseeker's Allowance (*income-based*)
- Employment and Support Allowance (*income-based*)
- Child Tax Credit based on an income below £16,190
- The Guarantee element of State Pension Credit
- Asylum Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit 'run-on' (this is the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit)

If you do not have an award notice or annual review letter dated within the last three months, please provide your most recent award notice or annual review letter accompanied by a bank, building society or post office account statement dated within the last three months showing that you are still receiving regular payments of the benefit.

We will usually notify the school(s) of a successful application within ten working days of receiving the application.

Data Protection Act 1998

The Borough of Poole is a data controller for the purpose of the Data Protection Act 1998. This act regulates how we obtain and use information about individuals. The information you supply is collected for the purpose of providing free school meals, but may be used for wider purposes. When you sign this document you are consenting to that use. The information may be shared with other service units of the Borough of Poole, education establishments, other local authorities or free school meal providers.

Please return this form to:

FSM and Education Transport
Borough of Poole
Children, Young People and Learning
Dolphin Centre
Poole
Dorset BH15 1SA

If you have any enquiries please contact us:

schoolmeals.transport@poole.gov.uk
Telephone 01202 634250