

## **REGISTRATION FORM FREE SCHOOL MEALS AND PUPIL PREMIUM**

We need information about you and your child/children, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra £1,345 per year for your child's primary school or £955 per year for your child's secondary school.

This would fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent/carer is receiving one of the benefits listed above.

**It is therefore important to sign up for free school meals if you are receiving one of the above benefits, even if your child is in Reception, year 1 or year 2, so that your child's school receives as much funding as possible.**

**If you are not receiving one of the listed benefits or DO NOT wish to claim Free School meals, it is not necessary to complete the form.**

**(However, please see important note at the end of this form).**

To check if your child is eligible, you should;

- apply direct online at <https://www.doncaster.gov.uk/doitonline/free-school-meals>
- Complete and return it by email to [FSM@doncaster.gov.uk](mailto:FSM@doncaster.gov.uk). A photo of the completed form is sufficient. All details must be included.
- If you do not have Internet access you can make a request by phoning 01302 735336. Mon-Fri 8.30am-5pm.

**ABOUT YOUR CHILD/CHILDREN**

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		D	M	Y	
		D	M	YYYY	
		D	M	Y	
		D	M	Y	

**PARENT/GUARDIAN DETAILS**

	Parent/Guardian 1						Parent/Guardian 2					
Last name												
First Name												
Date of Birth	D	M	Y				D	M	Y			
National Insurance Number*												
National Asylum Support Service (NASS) Number*		/		/				/		/		
Telephone Number												
e-mail address												
Address												
	Postcode:											

\* Complete which is applicable to you

Please confirm which benefits(s) you are in receipt of from the list below:

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999;
- The guarantee element of State Pension Credit;
  
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190;
- Working Tax Credit run-on;
- Universal Credit

Please state who is claiming these benefits \_\_\_\_\_

### Universal Credit

If you are in receipt of Universal Credit, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

Yes       No       Unsure

### Child Tax Credit

If you are in receipt of Child Tax Credit, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes       No       Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box

## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using the information I have provided to process my application for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

I understand that the result of any free school meal eligibility check may also be used to assess my entitlement to receive free school milk and free travel to school.

Name of parent/guardian: .....

Date:.....

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

## **How the information in this form will be used**

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used to decide whether your child is eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

### **Important Note**

**Once you have been awarded free school meals, even if there are changes to your income that means you normally would no longer be entitled, your child will continue to receive free school meals until the end of the Universal Credit rollout period, which is currently scheduled to end in September 2024.**

**Once Universal Credit is fully rolled out, your child will keep their free school meal until the end of their current phase of education, i.e. primary or secondary.**