



Application Form Free School Lunches

Education

Business Support Unit
Swindon Borough Council
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From April 2018, the entitlement for **Free School Meals** has changed. All children in Reception, Year 1 & 2 will be automatically eligible for a **Free School Meal**.

If your child is in Year 3 or above, they may still be entitled to a **Free School Meal** if you are in receipt of one of the following benefits and allowances listed below.

Registering for **Free Meals** could also raise an extra [**£1,320** for your child's Primary School] / [**£900** for your child's Secondary School], to 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 is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's School or to the Council address.

In order to claim your **Free School Meal** entitlement you must complete this form.

Claiming Free School meals also provides additional funding for your school which can help to fund more resources for your children

Parents / carers may be entitled to Free School Lunches if they are in receipt of one of the following

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Section A – Parent/Guardian Details

National Insurance Number of Parent/Carer	
Parent/Carer Date of Birth	
Full Name of Parent/Carer	
Home Address	
Post Code	
Telephone Number	
Relationship to pupils (e.g. Mother/Father/Carer etc)	
If you are applying under Part VI of the Immigration & Asylum Act 1999, please provide your NASS reference number	

Section B – Children’s Details (please list below all children in attendance at school or other educational establishment)

Last Name	First Name	M/F	Date of Birth	Name of School	Has the child started at the school?

Section C – To be completed by the Department for Work and Pensions (DWP) (only)

If you do not have any documentary evidence, you may ask the Department for Works and Pensions (DWP) to complete this section. If you are not required to complete this section, please move to Section D below

I certify that the applicant Mr / Mrs / Miss / Ms / Other _____

National Insurance number _____ is currently in receipt of

- (a) Income Support
- (b) Income Based Job Seekers Allowance

Signature of DWP _____ Date _____

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

Section D – Claimant’s Signature

I certify that the information given on this application form is correct to the best of my knowledge and belief.

- I undertake to notify Swindon Borough Council immediately of any change in the payment of benefit
- I understand that regular checks will be made by Swindon Borough Council to determine my continuing eligibility to claim free school meals and I may be written to, in order to ask for evidence of qualifying benefits at a later time.
- I understand that my entitlement will be withdrawn if I cease to claim a qualifying benefit.



Data Protection Act 1998

The information you provide will be used to establish whether you are entitled to free school meals for your child and will be shared with the Admissions Team, the Revenue and Benefits department and the school which your child is attending, for the purposes of allocating your child a free school meal.

Signature of claimant		Date	
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You can also apply online at <http://www.swindon.gov.uk/freeschoolmeals>.

Should you require this form in a different language or format (e.g. large print, Braille or other accessible formats) please contact the Customer Services Department. It can be produced in a range of languages and formats (such as large print, Braille or other accessible formats) by contacting the Customer Services Department