



Application Form for Free School Dinners

IMPORTANT: Please read carefully before completing the form.

You are entitled to free school meals if you are in receipt of one of the following benefits, :

- Income support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance (ESA)
- Child tax credit, provided they are not entitled to Working Tax Credit and have an annual family income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

Note: you can receive Free School Meals if you are entitled to a Working Tax Credit Run On for four weeks after stopping work or reducing working hours to less than 16 hours per week. (You will need to provide your amended Child Tax Credit Notification letter as proof).

How to apply:

You must apply as soon as you are in receipt of one of the above benefits or at least *one month before your entitlement to free dinners expires*.

You must complete the application form overleaf and return it to the school office for processing. Your entitlement to free school meals lasts for one year only, and you must renew your entitlement before it expires.

Please note:

- **You will have to pay for school meals if you do not have a valid authorisation letter for free meals.**
- **The school will only issue a free dinner *after* you have provided ALL the relevant documents. Please apply for the appropriate documents, at least 3 week before your child starts.**
- **Free school meals cannot be backdated.**

Proof required.

1. **All claims must be accompanied by your benefit letter**, which must be recently dated (less than three months old). If you are in receipt of Child Tax Credit, you must provide your TC603 tax award letter for the current financial year
2. **A letter showing your entitlement to child benefit**. This letter must have your name and address and your child/children's name on it and be less than one year old.

Please note: you must bring the original documents and the name and address on the letter must match those on the school's records and those on this form.

Please complete form in full

Details of parent or guardian

National Insurance No. or NASS No. _____

Surname _____

First Name(s): _____

Date of Birth: _____

Relationship to child: _____

Address: _____

_____ Post Code _____

Home telephone number _____ Mobile number _____

Have you applied for Free school meals before? Yes/No

First Names (in full)	Surname	Male of Female	Date of Birth

I hereby declare that I am currently in receipt of one of the following benefits (please tick) and I am including recent proof along with my Child Benefit letter:

I hereby declare that I am currently in receipt of on of the following benefits (please tick) and I am including recent proof along with my child Benefit letter.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit without any Working Tax Credit and an annual family income below £16,190
- Support under Part V1 of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit

I declare that the information I have given is true and complete, and I agree to inform the school of any changes to my financial circumstances. I also understand that failure to do so may result in my repaying the full cost of meals from the date of change.

Parent/Guardian signature: _____ Date _____