



# APPLICATION FOR PUPIL PREMIUM AND FREE SCHOOL MEALS ELIGIBILITY

We are asking parents and guardians whose children go the College to complete this form. This is so we can confirm whether the school is entitled to claim the Pupil Premium which is generated by families who are entitled to Free School Meals.

	Surname	First Name	Form Group
Parent / Guardian Name (Legal)			
Student Name(s)			

The pupil premium is additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

In the 2017/18 financial year, schools will receive the following funding for each child registered as eligible for free school meals: £935 for secondary-aged pupils.

### Who is entitled to FSM?

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.

If you are in receipt of any of the benefits listed below, please place an X in the box.

- 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

Children who receive one or more of the benefits listed above in their own right are also entitled to free school meals

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.

**THIS APPLICATION MUST BE COMPLETED BY THE PERSON IN RECEIPT OF THE BENEFITS**

**PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND BLACK INK**

**ABOUT YOUR CHILD/CHILDREN**

	Surname	First Name
Pupil 1		
Pupil 2		
Pupil 3		
Pupil 4		
Pupil 5		

**PARENT/GUARDIAN DETAILS**

Mr/Mrs/Miss/Ms		Family Name (Legal)	
First Names			
Home Address			
Postcode		Contact Telephone No	Mobile Landline
Date of Birth		Male / Female	
Relationship to the Child/Children	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
National Insurance Number			
Or NASS Reference Number <small>(The NASS reference taken from the Home Office letter is e.g. 06/06/01234/001 should be entered as 060601234)</small>			
<b>Universal Credit</b> - If you are in receipt of <b>Universal Credit</b> , 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 <b>not</b> include income through Universal Credit or other benefits that you may receive.			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Child Tax Credit</b> - If you are in receipt of <b>Child Tax Credit</b> , 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.			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**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 this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of Parent/Guardian:		Date:	
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**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 in relation to pupils in year 3 or above to decide whether they are 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. You should contact the school or local authority if you have a change in financial circumstances.
- 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.