

**CONFIDENTIAL**

## Free school meals application form

Complete this form if are in receipt of one of the qualifying benefits. The information you provide on this form allows us to check your eligibility through the checking service provided by the Department for Education.



### Parent or carer details

Title	
First name	
Legal surname	
Address including postcode	
Telephone	
Email address	
Date of birth	
National insurance number or NASS number	
Relationship to child(ren)	

### Benefit details

To claim free school meals you must receive one of these benefits. Tell us which you receive:

<input type="checkbox"/>	income support
<input type="checkbox"/>	income-based job seeker's allowance
<input type="checkbox"/>	income-related employment and support allowance
<input type="checkbox"/>	support under part VI of the Immigration and Asylum Act 1999
<input type="checkbox"/>	the guarantee element of state pension credit
<input type="checkbox"/>	child tax credit: provided you are not entitled to working tax credit (unless four week run on) and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190

### Child(ren)s details

List all children, even if they are on an existing claim. You can only claim for children living at the address you've stated on this form.

Legal surname	First name	Date of birth	Name of school

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## Maintaining your entitlement

- If your application is successful, entitlement will start from the date our school admissions and transport team receive your form.
- Claims are not backdated.
- Claims are reviewed periodically and you will be notified if it is found that your entitlement to free school meals has ceased.
- Free school meals will only continue while you are in receipt of qualifying benefits. Your child's school may request payment for any meals taken while not entitled.
- You must notify our school admissions and transport team immediately of any change of circumstances such as: name, address, benefit entitlement, claimant etc.

## Data Protection Act

This information is being collected to assess your entitlement to free school meals for your child(ren). During processing, your data may be disclosed to: the Department for Work and Pension, Inland Revenue, National Asylum Support Service, Liberata (housing and council tax benefit provider for North Somerset Council) for the purposes of confirming your entitlement to free school meals. The results of any free school meal eligibility check may also be used to assess your entitlement to receive home to school transport. Your data will be disclosed to the school and the school meals provider for the purposes of administering and providing school meals. The information collected may also be used for provided statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern about the use of your data, contact the school admissions and transport manager.

## Disclosure of personal information

North Somerset Council has a duty to protect the public funds it administers and to this end, may use the information you have provided within this authority for the prevention and detection of fraud.

## Declaration

I certify that the information given is correct to the best of my knowledge and belief. I accept that it is my responsibility to ensure that my entitlement is continuous and will inform the school admissions and transport team directly of any change in my circumstances, such as name, address or benefit entitlement. I understand that North Somerset Council will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

Signature	
Date	

## Returning your form or contacting us

- email: [fsm@n-somerset.gov.uk](mailto:fsm@n-somerset.gov.uk)
- address: North Somerset Council, School Admissions and Transport, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ
- telephone: 01275 884 078 if you have queries about completing this form

## For office use only

Assessed by:		FSM hub:	
Date entitled:		Inland revenue:	
Date assessed:		Reference:	
Letter type:		Letter printed:	
Liberata: Applicant is in receipt of IS, IBSA, income based ESA or guarantee element of state pension credit:			