

Dear Parent/Guardian

**Free School Meal Application Form**

Waldegrave School is committed to being an inclusive school and endeavours to ensure that pupils and students are not excluded from accessing education because of their financial situation. Regular, nutritious meals significantly impact learning readiness and establish healthy habits for life.

Your child will be eligible for Free School Meals/Pupil Premium if you are receiving, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 State Pension Credit
- Child Tax Credit (provided you are 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

Children who get any of these benefits directly (instead of through a parent or guardian) can also get free school meals.

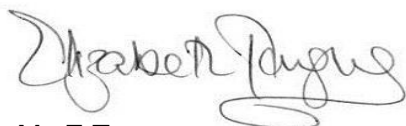
**If your child/children were in receipt of free school meals in the past you will need to re-submit the application form in order to check if they are still eligible and continue to receive free school meals.**

Registering for Free school meal could support the school raising extra funds used to support students' education (e.g. additional teaching staff, after school activities).

If you believe that you meet any of the above criteria please fill in and sign this form and return it to the school finance office or email it to [finance@waldegravesch.org](mailto:finance@waldegravesch.org).

We will keep you informed of the outcome of your application.

Yours sincerely,



Ms E Tongue  
Headteacher

## FREE SCHOOL MEALS APPLICATION FORM

Please complete all sections of the form and return it to the school reception or email to [finance@waldegravesch.org](mailto:finance@waldegravesch.org)

### ABOUT YOUR CHILD/CHILDREN

| Child's Last Name | Child's First Name | Child's Date of Birth<br>DD/MM/YYYY | Name of School |
|-------------------|--------------------|-------------------------------------|----------------|
|                   |                    |                                     |                |
|                   |                    |                                     |                |
|                   |                    |                                     |                |

### PARENT/GUARDIAN DETAILS

|                               | Parent/Guardian 1 |  |  | Parent/Guardian 2 |  |  |
|-------------------------------|-------------------|--|--|-------------------|--|--|
| Last name                     |                   |  |  |                   |  |  |
| First Name                    |                   |  |  |                   |  |  |
| Date of Birth<br>(DD/MM/YYYY) |                   |  |  |                   |  |  |

|                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| National Insurance Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|                                                |  |  |   |  |   |  |  |  |  |  |   |  |   |  |  |  |  |
|------------------------------------------------|--|--|---|--|---|--|--|--|--|--|---|--|---|--|--|--|--|
| National Asylum Support Service (NASS) Number* |  |  | / |  | / |  |  |  |  |  | / |  | / |  |  |  |  |
|------------------------------------------------|--|--|---|--|---|--|--|--|--|--|---|--|---|--|--|--|--|

### FAMILY INCOME AND BENEFIT DETAILS

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

- 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)
- 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 are in receipt of **Universal Credit** (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 by Waldegrave School and the local authority for reasons of processing your Free School Meal application and the administration of them thereafter.

I give my consent to Waldegrave school to share my contact details (name, surname, email address and phone number) to third parties in order to distribute FSM vouchers during half-terms and holidays.

I also agree to notify the Waldegrave School, in writing, of any change in my family's financial circumstances as set out in this form.

**Signature of parent/guardian:** ..... **Date:** .....

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.