

## Free school meal registration letter and eligibility form

Dear Parent/Carer,

A healthy diet helps pupils learn and establishes healthy habits for life. The school offers healthy eating options through our free school meals, available to any family in receipt of one of the following benefits:

- 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

Registering not only provides your child with free healthy meals every lunchtime, but also raises additional funds for the school from the government. This money is used by the school to offer pupils invaluable additional support and to fund after-school activities.

To check whether your child is eligible, please complete the form overleaf and return to the school by the 21<sup>st</sup> September 2018.

Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

If you have any questions, please contact the school via email: enquiries@corecentral.academy or telephone on 0121 729 7160.

Yours sincerely,



Mr David Bailey

Headteacher

## Free school meal eligibility form – One form per child

Child's surname	Child's first name	Child's date of birth

### About you

	Parent/Carer one	Parent/Carer two
<b>Surname</b>		
<b>First name</b>		
<b>Date of birth</b>		
<b>National Insurance number</b>		
<b>National Asylum Support Service (NASS) number</b>		
<b>Daytime telephone number</b>		
<b>Mobile number</b>		
<b>Address</b>		
	Postcode:	Postcode:

### Family income and benefits

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

### Universal Credit

If you are in receipt of **Universal Credit**, please place an X in the appropriate box to indicate whether your net earned family income is over £7,400 per year.

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**, please place an X in the appropriate box to indicate whether your joint gross annual income is over £16,190 per year.

Joint gross annual 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 for local authority (LA) purposes. I agree to the LA using this information to process my application for free school meals. I also agree to notify the LA in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

### How your information will be used

The information you provide in this form will be used by the local authority to confirm receipt of one of the listed welfare benefits. Once this has been confirmed, they will use this information to decide how much money we receive each year.

The information will also be used to decide whether pupils 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 the school. You should contact the school or the local authority if you have a change in financial circumstances.

The local authority is committed to ensuring that the personal and sensitive information that they hold about you is protected and kept safe and secure, and they have measures in place to prevent the loss, misuse or alteration of your personal information.

The local authority will use the information you provide to assess entitlement to free school meals. The information may also be shared by the local authority with other local authority departments to offer benefits and services.