

Free School Meals

Please find attached the new Free School Meal / Pupil Premium form for parents to complete.

If schools feel that a family may qualify it is very important that the form is completed fully - any incomplete forms will not be processed.

When parents are completing the forms please check that all fields are completed.

Parents can contact us directly and we can do a check over the phone.

In this case, it would help please if parents were made aware of the qualifying benefits prior to their call -

Qualifying benefits are:

- Receipt of Income Support or Income Based Jobseekers Allowance
- Receipt of Income Related Employment and Support Allowance
- Receipt of Child Tax Credit, with an annual income of LESS than £16,190 and **NOT** in receipt of Working Tax Credit
- Receipt of the Guarantee Element of State Pension Credit
- Receipt of support under Part VI of the Immigration and Asylum Act 1999
- Receipt of Universal Credit

Please note that eligibility for Working Tax Credit automatically means that a family is not eligible for Free School Meals

When a new claim is put on to the system the end date will be for the year the pupil finishes compulsory education.

Pupils will therefore remain on school lists unless the family becomes ineligible for Free School Meals which should be picked up on the regular batch checks that the Council does.

Area Office contact numbers for Free School Meals:

North 01524 581207

South 01772 531809

East 01254 220708