

# Application for Free School Meals and Pupil Premium



You can use this form to apply for Free School Meals and/or Pupil Premium for a child who is a full-time pupil at any state-funded primary or secondary school in Cornwall. The person applying must have Parental Responsibility for the child/ren.

All Key Stage 1 children (Reception, Year 1 and Year 2) are eligible to receive a free school lunch regardless of household income or benefits. However, if you are in receipt of one or more of the qualifying benefits (listed below) and you are not in receipt of Working Tax Credit, your child's school could also benefit from additional Pupil Premium funding to support your child when you complete this application form. For more information, please speak to your child's school.

### Why not apply online instead?

You can apply online now at [www.cornwall.gov.uk/schoolmeals](http://www.cornwall.gov.uk/schoolmeals)

### Parent/Carer Details

Title	Legal First Name(s)	Legal Surname
Date of Birth	Telephone Number(s)	
Home Address		Postcode
National Insurance Number or NASS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Relationship to children for whom you are applying for Free School Meals
Do you have Parental Responsibility for the child/ren for whom you are applying for Free School Meals?		Yes <input type="checkbox"/> No <input type="checkbox"/>

### Qualifying Benefits

Families must be in receipt of one of the benefits listed below to be eligible for Free School Meals / Pupil Premium. **Please tick** which of the following benefits you are in receipt of:

Universal Credit with net ('take-home') income not exceeding £7,400 (£616.67 per month)	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>
Support under Part 6 of the Immigration and Asylum Act 1999	<input type="checkbox"/>
The guarantee element of Pension Credit	<input type="checkbox"/>
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, as assessed by HMRC	<input type="checkbox"/>
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	<input type="checkbox"/>

<b>Details of Child/ren</b>					
Please provide details of all children for whom you wish to claim Free School Meals / Pupil Premium.					
	Legal First Name(s)	Legal Surname	Date of Birth	School Attending	Home Address if Different to Parent/Carer
Child 1					
Child 2					
Child 3					
Child 4					
Have any of the children listed above previously been entitled to Free School Meals at a Local Authority outside of Cornwall? If so, please state where, below:					

Please return your completed form to **School Meals Team, West 3, County Hall, Treyew Road, Truro, TR1 3AY.**

We will check your entitlement to Free School Meals and Pupil Premium via a secure government website. If your details are not found on the secure website or your eligibility cannot be confirmed, we may ask you to provide paper-based evidence. Your application may take up to five working days to process. If you are eligible for Free School Meals and Pupil Premium, we will regularly check your entitlement which will be automatically renewed. However, you must inform us immediately of any changes to your details (e.g. name or address) or to your family circumstances.

**Declaration**

I declare the information I have provided is accurate and that I have read and consent to the privacy notice shown below.

Signature	
Date	

**Data Protection Act | Privacy Notice**

The information you provide is being collected by the Free School Meals Team of Cornwall Council, New County Hall, Truro, TR1 3AY, Data Protection Registration Number: Z1745294 for the purpose of determining eligibility for Free School Meals and Pupil Premium and will be retained until your child’s 25th birthday. Your child’s Free School Meals and/or Pupil Premium eligibility status will be shared with your child’s relevant school. Data on you or your child may also be shared with other relevant professionals within Cornwall Council to inform their work and the services that may be provided for your child (for example, school transport). The data held will be used both for the provision of services and also for performance and service planning. This information will be held in a secure environment until your child’s 25th birthday, in accordance with the Children, Schools and Families Directorate data retention policy, after which time it will be destroyed in a secure manner. If you wish to see what data we hold about you, or ask we rectify this data or erase the data you should contact the Free School Meals Team, [schoolmeals@cornwall.gov.uk](mailto:schoolmeals@cornwall.gov.uk) or telephone 0300 1234 101. A full copy of our Privacy Notice can be found <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/how-we-use-your-information-to-provide-services/> or on request by telephoning 0300 1234 101.