



Heald Place Primary School



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Dear Parents and carers,

Did you know that if you receive certain benefits, a FREE tasty and nutritious school meal is available for your children at Heald Place Primary School? To check eligibility, simply:

Apply online at <https://www.cloudforedu.org.uk/ofsm/sims>

Or

The school can apply on your behalf if you are unable to. Just complete the attached declaration and return to school as soon as possible. Once a check has been made the school will write a letter to you informing you of the result.

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn. Families who receive certain benefits may be eligible for free school meals.

Your child is eligible for free school meals if you're in receipt of one of the following benefits:- And **must provide the most recent statement along with this application.**

- Universal Credit with an annual net earned income of no more than £7,400, before benefits are taken into account.
- 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

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form overleaf and return to the office

ABOUT YOUR CHILD/CHILDREN

Child's First Name	Child's Last Name	Child's Date of Birth	Male/Female
		DD/ MM /YYYY	
		DD/ MM /YYYY	
		DD/ MM /YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Title (Please circle)	Mr, Mrs, Ms, Miss	Mr, Mrs, Ms, Miss
First Name		
Last name		
Date of Birth	DD/ MM /YYYY	
National Insurance Number*	_____	
National Asylum Support Service (NASS) Number	_____	
Daytime Telephone Number		
Mobile Number		
Address	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS

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

- Income Support
- Income-based Jobseekers 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, is your net earned family income over £7,400 per year?
(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 for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: _____

Date: _____

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

How the information in this form will be used:

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they 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 their current school. You should contact the school or local authority if you have a change in financial circumstances.

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.

Free school meals – self-employment eligibility declaration form

This form is for completion by self-employed parents claiming free school meals eligibility for their child/children. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

Universal Credit eligibility

I have attached evidence proving that I am in receipt of Universal Credit Y/N

Self-employment status

I have provided evidence proving that I am self-employed Y/N

Earnings

I have provided evidence that my net earnings over the period/...../..... To/...../..... were £..... Y/N

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months. If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

Declaration

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check my child/children's eligibility for free school meals.

Printed Name: _____

Signature: :_____

Date: :_____