

# Free School Meals/ Pupil Premium Application Form

We want to make sure that we provide your child/children with the best education and support we can. School meals in Enfield are healthy, tasty, social and fun. Research has shown that healthy school meals improve children's learning and productivity.

## Families who receive certain benefits may be eligible for free school meals

Children will be eligible for free school meals if they, or their parent(s)/carer(s) receive one of the following benefits:

- Universal Credit with an annual net earned income of **no more than £7,400 (£616.67 per month)**
- Child Tax Credit only (**with no Working Tax Credit**) with an annual gross income of no more than 16,190.  
**Working Tax Credit is a disqualifying benefit regardless of your household income – this means that you would not be entitled to free school meals whilst in receipt of Working Tax Credit**
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for working Tax Credit)
- 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

We check to see if your child qualifies for free school meals using the Department for Education's Eligibility Checking Service (DfE ECS). If your child is entitled to free school meals, we will write to you and the school to let you know when they start. If the result of the check cannot be determined, we will write to you to request proof of benefit.

Completed application forms can be scanned and emailed to: [freeschoolmeals@enfield.gov.uk](mailto:freeschoolmeals@enfield.gov.uk)

They can be returned to your child's school or can be sent by post to:

ESAS & Free School Meals, Civic Centre, Silver Street, Enfield, EN1 3XA.

## Important information – Before submitting your application, please note the following:

- **If your child attends one of the following schools, you must enquire and apply directly to the school:** AIM North London, ARK John Keats, Churchfield Primary, Eastfield Primary, Lavender Primary, Oasis Academy Enfield, Oasis Academy Hadley, One Degree Academy, Walker Primary, Wolfson Hillel Primary and Wren Academy.
- **Applications for free school meals must be made to the Local Authority where the school is located.** If your child attends a school that is NOT in the London Borough of Enfield, please apply to the Local Authority where the school is situated.
- **There is no provision to backdate free school meals.** A child is only eligible for free school meals from the date on which their eligibility is checked and confirmed by the Local Authority.

## Extra funding for your child's school

Schools can claim additional funding from central government, known as the 'Pupil Premium' for every child whose parent or carer receives one of the benefits listed above. This additional money is used to ensure that children achieve academically and have full access to educational and cultural activities. However, it is for the school to decide how the money is spent. For more information, please ask at your child's school.

## How the information on this form will be used

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

The information you provide will be used by the Council to process your application, to populate our database and ensure efficient checking and authorisation in accordance with Free School Meal legislation.

Please complete all sections of this form in **BLOCK CAPITALS** and ensure that all the details you provide are **accurate** before submitting your application. **If you are a two parent family, please ensure the parent/carer who receives one of the qualifying benefits completes the application form.**

**PARENT/CARER DETAILS:**

Title (please tick)      Mr       Mrs       Miss       Ms       Other

First Name       Surname

Date of Birth (DD/MM/YYYY)       National Insurance Number

**NASS Reference Number** - For applicants who receive support under Part 6 of the Immigration and Asylum Act 1999.

**Address:**

**Postcode:**

Telephone No.       Email:

**ABOUT YOUR CHILD/CHILDREN:**

Child's First Name	Child's Surname	Date of Birth (DD/MM/YYYY)	Boy/ Girl	Name of School

**Who has parental responsibility for the child/children named above? For example, Mother, Father or Carer.**

**SCHOOL HISTORY:**

Did your child/children receive free school meals at their previous school?      YES      NO

If you have answered 'YES' to the question above, please provide the name and address of the school that your child/children previously attended:

**Date attended from:**       **Date attended to:**

**Declaration to be signed by the Parent/Carer (as applicable)**

I declare that the information given in this form is complete and accurate. I agree that you will use the information provided to process my application for free school meals and will contact other sources as allowed by law, such as the Department for Education's Eligibility Checking Service, to verify my initial and ongoing entitlement. If entitled, I agree that you can inform the school(s) attended by my child/children so that they can claim the Pupil Premium funding. I agree to inform Enfield Council of any change of circumstance, such as a change of school, home address or if I stop receiving eligible benefits.

**Signature :**       **Date :**

Data collection notice: Data Protection Act 2018. In accordance with the Data Protection Act 2018 the information you have provided to Enfield Council will be used to assist with your entitlement to free school meals. The Council has a legal obligation to protect public funds. We may, therefore, share the information you have provided with other departments in the authority and with other similar bodies, for the detection and prevention of fraud.

**Thank you for completing this form and helping to make sure your child's school receives as much funding as possible.**