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**Free School Meal Application Form**

Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can.  Free school meals can provide your child with a healthy meal, and the school will also benefit from additional funding to support your child/children whilst they attend St Matthew's Catholic Primary School.

Families who receive certain benefits may be eligible for free school meals.  Your child is eligible for free school meals if you receive one of the following benefits:

* Universal Credit - your household's earned annual income must be less than £7,400 after tax and not including any benefits
* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment Support Allowance
* Support under part 6 of the Immigration and Asylum Act 1999
* The guaranteed part of the State Pension Credit
* Child Tax Credit – with no Working Tax Credit and your annual household income is no more than £16,190, as assessed by the Inland Revenue

Registering for free school meals could also raise an extra **£1,345** for your child’s primary school to fund valuable support like extra tuition, additional teaching staff, or after-school activities.

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

**Children in Reception, Year 1, and Year 2**

All children in Reception, Year 1, and Year 2 get free school meals regardless of their income.

If you or your partner **do**receive one of the qualifying benefits listed above, please complete the online application form or fill in the following form and hand this back to the school so that your child’s school gets the extra funding known as the Pupil Premium.

Children new to school and who received free school meals in their previous school will need to reapply if they are still eligible. This includes children moving to new schools or transitioning to high school.

You can apply directly to Liverpool City Council online, following this link:

<https://liverpool.gov.uk/benefits/free-school-meals/>

Or you can fill in the following details, and we can check if you are eligible.

**To check if your child is eligible, we need information about you and your child**

**ABOUT YOUR CHILD/CHILDREN**

|  |  |  |
| --- | --- | --- |
| **Child’s Last Name** | **Child’s First Name** | **Child’s Date of Birth** |
| **DD** | **MM** | **YYYY** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PARENT / GUARDIAN DETAILS**

|  |  |  |
| --- | --- | --- |
|  | **Parent/Guardian 1** | **Parent/Guardian 2** |
| **Last Name** |  |  |
| **First Name** |  |  |
| **Date of Birth** | **DD** | **MM** | **YYYY** | **DD** | **MM** | **YYYY** |
| **National Insurance Number** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **National Asylum Support Service (NASS) Number** |  |  | **/** |  |  | **/** |  |  |  |  |  |  |  | **/** |  |  | **/** |  |  |  |  |  |
| **Email Address** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Daytime Telephone Number** |  |  |
| **Mobile Phone Number** |  |  |
| **Email Address** |  |  |
| **Address** | **Post Code:** | **Post Code:** |

**FAMILY INCOME AND BENEFIT DETAILS**

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

* Universal Credit - your household's earned annual income must be less than £7,400 after tax and not including any benefits
* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment Support Allowance
* Support under part 6 of the Immigration and Asylum Act 1999
* The guaranteed part of the State Pension Credit
* Child Tax Credit – with no Working Tax Credit and your annual household income is no more than £16,190, as assessed by the Inland Revenue

If you’re not sure whether you receive one of the listed benefits, or what your household income is, but would still like us to check whether your child is still 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

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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 only 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 St. Matthew’s.  You should contact the school or the 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.