



City of  
**Stoke-on-Trent**

## Free School Meal Registration and Claim Form

**This form is to register for Universal infant Free School Meals in Reception class, Year 1 and Year 2 and to apply for Free School Meals in a Nursery class and any other year groups**

### Children in Reception Class, Year 1 and Year 2:- (Universal Infant Free School Meals)

From September 2014, all children, in Reception, Year 1 or 2 will receive free school meals regardless of income. For every eligible pupil registered with the Free School Meals Service, the school will receive additional funding called Pupil Premium which is used to help support children in schools. So that schools (and pupils) can continue to benefit from this extra funding it is important that parents who do meet the entitlement criteria continue to register their claim.

**EVEN IF YOU DO NOT WANT TO TAKE FREE MEALS, IT IS IMPORTANT FOR YOU TO REGISTER FOR THEM, SO THAT WE GET AS MUCH GOVERNMENT FUNDING AS POSSIBLE, please complete the form overleaf.**

### Children in a Nursery class and in Year 3 upwards:-

If you believe you qualify for Free School Meals and receive any of the benefits below, please **complete the form overleaf**:

Income Support	Income Based Job Seekers Allowance	Universal credit (if you apply on or after 1/4/18 your household income must be less than £7,400 a year (after tax and not including any Benefits you get)
Income Related Employment and Support Allowance	Support under part VI of the Immigration and Asylum Act 1999	The Guarantee element of State Pension Credit (from 30th April 2005)
Eligible for Child Tax Credit <b>but not</b> Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. <b>Please note:</b> anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify		In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time) <b><i>In this instance please contact the Free School Meal Service on 01782 236813</i></b>

We **DO NOT** need to see proof of which benefit you receive in order to process your application. We check your entitlement using the National Free School Meals Eligibility Checking Service.

We will need your National Insurance number (or National Asylum Support Service number – (NASS) and your own date of birth. **Please note:** If you are entitled, and by completing the form overleaf, you are agreeing to allow us to check this service and to make regular checks to confirm your ongoing entitlement.

**Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.**

To prevent a delay in your claim, please do not apply before either:

- Your entitlement to working tax credit has ended but you are still receiving child tax credit and have a household income (as used by HMRC to assess tax credits) of less than £16,190, or receive one of the qualifying benefits listed above or;
- Your claim for a qualifying benefit has been accepted and the start date for the benefit has passed or;
- Your entitlement to universal Credit has been confirmed or;
- You have received your benefit or tax award notice showing that you meet the eligibility criteria

**Please note we may be unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.**

The Local Authority will use the information you have provided to confirm that you are in receipt of one of the benefits listed above, by checking out of work benefit data provided by H M Revenue & Customs and Department for Work and Pensions. We would like your consent to make this check. By signing the form overleaf, this will be our understanding that you give consent.

Please return this form to direct to your school

Please list **ALL** children in your household who attend a Stoke-on-Trent school

On FSM	Child's First Name	Child's Surname	Date of Birth	Name of School	Year Group of Child
For School use only Please tick			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
For school use only:- Is family new to your school				YES	NO

Home address of child / children named above

	Contact Phone Number
Postcode	

Applicant's Details - Please write clearly and note that any incorrect or missing details WILL delay this form being processed

Applicant's National Insurance Number									
Applicant's NASS Reference Number (If applicable)									
What is your relationship to the child / children (Please Circle)	Mother	Father	Guardian	Foster Carer					
Applicant's Title (Please Circle)	Mr	Mrs	Miss	Ms.					
Applicant's First Name (Please use BLOCK LETTERS)									
Applicant's Surname (Please use BLOCK LETTERS)									
Applicant's Date of Birth	DAY		MONTH			YEAR			
Applicant's Address - if different than that of the child / children named above									

Declaration and Signature of Applicant



At Stoke-on-Trent City Council we take your privacy seriously and will only use your personal information for the purposes of fulfilling the School's and Local Authority's statutory & Operational needs in relation to Free School Meals and Pupil Premium and for purposes required or allowed by law. Information will also be shared with the Department for Education to facilitate the administration of Free School meals and Pupil Premium.

You can find information about how we handle your personal information by visiting [stoke.gov.uk/dataprotection](http://stoke.gov.uk/dataprotection). You should be aware that we have a duty to protect public funds. We may therefore use the information you provide for the prevention and detection of fraud. We may share this information with other bodies for these purposes. We may also share this information with other departments within the council or other relevant organisations for purposes which may include enforcement.

I declare that all the information I have provided is true. I will inform the school and the Free School Meals Service (Tel 01782 236813) if my circumstances change (including my address). **Applications will not be processed without a signature**

Signature:  Date

Further information regarding free school meals can be found on the City Council's website:  
[www.stoke.gov.uk](http://www.stoke.gov.uk)

For School Use Only: - **Schools to note, if no date is entered the claim will start on the day the form is received by The FSM Service and may not be backdated** Start date of Claim: - \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name of School \_\_\_\_\_

For Free School Meal Service use only:-  
D/D Date \_\_\_\_\_