

REGISTRATION FORM



FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child so that we can check to see if your child is eligible to receive free school meals because you are on low income/in receipt of specified income related state benefits. If you are eligible, your child's school can receive extra government grant funding known as the 'Pupil Premium'. This additional funding can then be used by schools to help provide good quality education and support.

FAMILY INCOME AND BENEFIT DETAILS

Is your family income over £16,190 per year and/or you are in receipt of Working Tax Credit?

YES

☐

NO

☒

If you have indicated YES,
you should NOT continue with this registration as you are not
eligible and it will not be processed.

If you indicated **NO**, please place an X the boxes below if you are in receipt of any of the benefits listed:

- ☐ Income support
- ☐ Income-based Jobseekers Allowance
- ☐ Income-related Employment and Support Allowance
- ☐ Support from National Asylum Support Service (NASS) under part 6 of the Immigration and Asylum Act 1999
- ☐ The Guarantee Element of State Pension Credit
- ☐ Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. **Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income**
- ☐ Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for WTC)
- ☒ Universal Credit (with no element of Working Tax Credit)

If you are not eligible for benefits related free school meals, but your child is currently in Reception, year 1 or year 2, they will be automatically entitled to Universal Infant Free School Meals and you need not apply. Please contact your school for details.

If you are eligible for benefits related free school meals in accordance with the above criteria and your child is also receiving Universal Infant Free School Meals please continue to register as this will enable your child's school to claim valuable 'pupil premium' funding

If your benefits change or if your child moves school during the school year you should contact fsm@westsussex.gov.uk

We will send you a confirmation once we have successfully processed your application. This will take up to 15 working days.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Male (M) Female (F)	Child's Date of Birth DD MM YYYY			Name of School	School Town/village

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Title and Last Name																				
First Name																				
Date of Birth	DD		MM		YYYY						DD		MM		YYYY					
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/			/							/			/				
Daytime Telephone Number																				
Mobile Number																				
Email Address WSCC preferred way of contact is email; please state here if you do not wish to be contacted via email																				
Address																				
	Postcode:										Postcode:									

*** complete as appropriate**

DECLARATION

The information I have given on this form is complete and accurate to the best of my knowledge. I understand that my personal information is held securely and will only be used for checking if my child is eligible for free school meals or other County Council concessions or services. I agree to the County Council using this information to process my registration to check eligibility for free school meals. I also agree to notify the County Council in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:/...../.....

***Please return to:** e-mail fsm@westsussex.gov.uk

Or you can print this form and give it to your child's school or post it to West Sussex County Council, Free School Meals, Pupil Support, 2 Floor, The Grange, County Hall, Chichester, PO19 1RG



About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state funded school have been eligible for free healthy school lunches. This is known as the Universal Infant Free School Meal. Children in other school year groups will also be offered a free school lunch if their parent is receiving any of the state benefits listed on the form.

Registering could raise money for your child's school

Registering for a free school meal eligibility check could raise an extra grant of £1,320 per year, per child, for your child's primary school, or £935 per child for secondary schools, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from the government for every child whose parent is receiving one of the state benefits listed in the form. It is therefore important to register for a free school meal eligibility check, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used

The information you provide in this form will be used by the County Council to confirm receipt of one of the listed state benefits. Once this is confirmed, it means that your child is eligible to have free school meals and that your child's school will receive the extra grant each year.

It is important that you tell your child's school whether you want your child to have the Universal Infant Free School Meal or free school meal if eligible. This will help schools to order the right number of meals and to reduce costs and food waste.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

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

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 concessions and services.