Free School Meals/
Pupil Premium Application Form

Families who receive certain benefits may be eligible for free school meals, under one of the following categories: -

Expanded Free School Meals

- All children in households receiving Universal Credit will be entitled to Free School Meals, regardless of income.

Targeted Free School Meals

- Universal Credit with annual household earnings of £7,400 or less
- support under Part VI of the Immigration and Asylum Act 1999

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for families with no recourse to public funds

A pupil is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

Families who qualify for Targeted Free School Meals will also receive Holiday activity and Food Program vouchers (HAF vouchers).

Extra funding for your child's school for Targeted Free School Meals

Schools can claim additional funding from central government, known as the 'Pupil Premium' for those children who are eligible for Targeted Free School Meals. 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.

Please refer to the following information before submitting your application

- **Some schools in Enfield manage their own free school meal application process. If your child attends one of schools listed below, please contact the school directly:** AIM North London, Alma, ARK John Keats Academy, Houndsfield, Keys Meadow, Merryhills, Oasis Academy Enfield, Oasis Academy Hadley, One Degree Academy, Wolfson Hillel, Worcesters and Wren Academy Enfield.
- **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 Enfield, please apply to the Local Authority where the school is located.
- **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.

We check to see if your child qualifies for free school meals using the Department for Educations Manage eligibility for free school meals Service. 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
They can be returned to 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.				

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 Department for Educations Manage eligibility for free school meals 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.