

Free School Meals/ Pupil Premium Application Form

Apply for free school meals if your child/children attends an Enfield school, and you receive one of the benefits listed below:

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 an annual net earned income of **no more than £7,400 (£616.67 per month)**
- 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
- 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)

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 Education's 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 or can be sent by post to:
ESAS & Free School Meals, Civic Centre, Silver Street, Enfield, EN1 3XY.

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 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.