



Dear Parents and Carers,

We are asking for your help to make sure that the school receives the most Pupil Premium Funding possible so that we can provide more for our pupils.

Please use the list below to check if your child is eligible for Free School Meals – if you are eligible we would ask you to make a claim because it increases the funding the school receives and means we can provide further support (e.g. payment for school trips for children who are eligible for Free School Meals). If you claim entitlement to Free School Meals this DOES NOT mean that your child will HAVE TO eat a school meal – they have the option of a free meal should they wish to have one. The application process is confidential and other children would not be aware of your child's entitlement.

All children in reception class, year 1 and year 2 will be entitled to Universal Free School Meals from September 2014. However, for some of those children, school would be able to claim Pupil Premium payments but only if the parent/carer registers their child's entitlement to Free School Meals (FSM).

You should claim your entitlement for Free School Meals if you are in receipt of one or more of the benefits below:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

How to Check Entitlement and Apply

- 1) Come to the school office and we will help you.
- 2) Use the online service <http://www3.hants.gov.uk/hc3s/freeschoolmeals.htm>
- 3) Use the form attached to this letter and return it to the school office.

Thank you for your attention to this important matter of funding for our school.

APPLICATION FOR FREE SCHOOL MEALS

Please read carefully. All applicants must complete Sections A and B

ELIGIBILITY

Free School Meals are available only to children whose parents/guardians are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue and Customs, that does not exceed £16,190
- Guarantee element of State Pension Credit

Section A:- Claimant's Details (Please complete in block capitals)

SURNAME..... FIRST NAME..... MR/MRS/MISS/MS.....

NATIONAL INSURANCE NO/NATIONAL ASYLUM SUPPORT NO

DATE OF BIRTH.....

ADDRESS.....

.....

POSTCODE..... TELEPHONE NO.....

E-MAIL ADDRESS

RELATIONSHIP TO CHILD(REN) E.G. PARENT/GUARDIAN.....

Please give details of each school age child in your family attending a Hampshire school together with details of the schools they attend.

| Name(s) of Child(ren) | Date of Birth | Name of School |
|-----------------------|---------------|----------------|
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Section B- Declaration of parent/guardian

I declare that the information given on this form is correct. I agree that Hampshire County Council will use the information, I have provided, to process my claim for free school meals and will contact other sources as allowed by the law to verify my initial and ongoing entitlement.

I agree to notify the school without delay of any change in my circumstances which may affect my entitlement to benefits.

Signed Date



Important: The personal information you provide will be used for the purpose of processing this application form and will be in accordance with the principles of the Data Protection Act 1998.

| FOR OFFICE USE ONLY | | | |
|--|--|----------|--|
| Proof of entitlement for free school meals confirmed by Catering Support | | Date | |
| Authorised by | | Date | |
| Parent notified | | Date | |
| Free meals start date | | End date | |
| | | | |

**PLEASE RETURN THIS FORM TO
The School(s) your child(ren) attend.**