



**CONFIDENTIAL**

**APPLICATION FOR FREE SCHOOL MEALS 2015/16**

You must be in receipt of one of the benefits shown below to be eligible for Free School Meals for your child or children. Claims cannot be backdated – the date of entitlement is the date that we confirm your eligibility using the paperwork you supply (see guidance overleaf).

If you currently receive Working Tax Credit you are not eligible to claim Free School Meals. However, if you become unemployed or reduce your weekly working hours below 16 you can claim free school meals for a 4 week period after employment ceases or when hours reduce.

**ELIGIBILITY**

I confirm that I am currently in receipt of one of the benefits below. Please tick the box to indicate which benefit you are currently in receipt of. Without this information we cannot process your claim.

- Income Support
- Income-based Jobseekers' Allowance (NOT Contribution Based JSA)
- An income-related Employment and Support Allowance (NOT Contribution Based ESA)
- Support under Part VI of the Immigration and Asylum act 1999
- 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 as assessed by HMRC of no more than £16,190).
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

**YOUR DETAILS (Please complete in block capitals)**

SURNAME..... MR/MRS/MISS/MS .....

FIRST NAME.....

NATIONAL INSURANCE NO..... DATE OF BIRTH .....

ADDRESS.....

.....

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

**Please give details of each of your children attending Bishop Wordsworth's School including any child due to start at this school.**

Child's Name	Child's Date of Birth	Your relationship to the child

## EVIDENCE OF BENEFIT(S)

You will need to provide proof of eligibility before your application for free meals can be approved. The type of evidence required will depend on which benefit(s) you receive, as follows:

Benefit	Evidence required
Income Support	Your most recent letter from your Job Centre / Benefits Office confirming your ongoing entitlement <b>(NB: this must specify the type of benefit you are receiving).</b>
Income-Based Jobseeker's Allowance	
Income-related Employment and Support Allowance	
Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income as assessed by HMRC of no more than £16,190)	Your most recent HM Revenue and Customs TAX CREDIT AWARD notice), relevant to the current financial year <b>(NB: All pages are required).</b>
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	
Support under Part VI of the Immigration and Asylum act 1999	A letter from the National Asylum Support Service (NASS) confirming such benefit
Guaranteed element of State Pension Credit	Your most recent PENSION CREDIT AWARD notice

If documentary evidence is not available your application will be sent to the Social Security Office to confirm entitlement. This **will** delay us being able to confirm your eligibility and therefore the date from which your son is able to receive free school meals.

## DECLARATION

I sign to certify that the information I have given is correct and I understand it its fraudulent to give false information.

I agree that you will use the information provided to check my eligibility to claim Free School Meals and that this information may be shared with organisations you work with to provide services to me. I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits. I agree to inform you **IMMEDIATELY** if my benefit or tax credit entitlement changes or if I change my name or address.

Signed ..... Date .....

FOR SCHOOL USE ONLY			
Proof of Benefit seen by		Date	
Authorised by		Date	
Parent notified		Date	
Free meals start date		End date	

**Please return this FORM and EVIDENCE to:**

**Mrs M Coleman, Admin Officer, Bishop Wordsworth's School, Exeter Street, Salisbury SP1 2ED**