

LONDON BOROUGH OF ENFIELD

APPLICATION FOR FREE SCHOOL MEALS

Please return to:

Pupil Benefits Service
PO Box 56
Civic Centre
Silver Street
ENFIELD
EN1 3XQ

Please read all information carefully before completing the reverse side of this form.

Who is Eligible?

Free School Meals can be awarded to children who attend a state maintained school on a full time basis.

In order to be eligible the parent/carers should be in receipt of one of the following:

- Income Support
- Income Based Jobseekers' Allowance
- Income Related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are **not also receiving Working Tax Credit*** and have an annual gross income of less than £16,190, as assessed by HMRC.

*Please note that if you are in receipt of Working Tax Credit you will **not** be entitled to Free School Meals for your child unless you are receiving Working Tax Credit Run-on – this is the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit. In this case children are entitled to free school meals.

THE ABOVE INFORMATION IS CORRECT AT THE TIME OF GOING TO PRINT AND IS SUBJECT TO CHANGE.

How to Apply?

Please complete the application form in **black ink** using BLOCK CAPITALS. You should ensure that you have signed the form and return it to the Pupil Benefits Service at the address at the top of this page. Unfortunately, any forms that are **not** signed will be returned, leading to a delay in your free school meals application.

Is Evidence of Benefit Entitlement Required?

You do not need to provide evidence of your benefit when you submit this form. We will check your Entitlement to a free school meal using the Department of Education's Eligibility Checking Service (ECS). You must ensure, therefore, that all the details you provide on the form are **accurate and clearly written**. Occasionally we might write to you to request certain evidence.

If your child is in Reception class or year 7 you may be eligible to apply for a uniform grant.
For more information about free school meals or the uniform grant, please telephone 020 8379 5367.

FOR OFFICE USE ONLY

Start Date:	Signed:	Date:
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DETAILS OF PARENT(S) OR CARER(S). If two people are maintaining a household as husband and wife, whether married or not, details are required from **both** people.

MOTHER

FATHER

Mrs/Miss/Ms Surname

Surname

First Name

First Name

National Insurance No.

National Insurance No.

Date of Birth

Date of Birth

NASS Reference (where applicable)

NASS Reference (where applicable)

ADDRESS:

Postcode **Telephone No:**

IS THIS A FIRST APPLICATION?
Who has parental responsibility of the child/children named below?

YES ☐ **NO** ☐
Mother ☐ **Father** ☐ **Both** ☐

PUPILS: Please give below details of children for whom you are claiming free school meals

Surname	First Name	Date of Birth	Boy/ Girl	School

DECLARATION TO BE SIGNED BY BOTH PARENT(S) OR CARER(S) (AS APPLICABLE)

I/we confirm that the information given in this form is true and complete. I/We accept that you will retain my details to check ongoing eligibility for free school meals and that you may:

- Use this information to prevent and detect fraud
- Share this information with other departments who deal with public funds
- Contact the Home Office to verify information

I/We will inform the Pupil Benefits Service at once if my entitlement stops and I/We will pay for any meals taken from the date on which my entitlement to benefit ceases.

I/We understand that I/We may be prosecuted if I/We give any false information or fail to notify the Pupil Benefits Service when benefit stops.

I/We give the Pupil Benefits Service permission to verify my claim for Free School Meals from the records of other Council Departments and the Department for Education's Eligibility Checking Service.

Signed	<input type="text"/>	Date: / /	Signed	<input type="text"/>	Date: / /
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