



**The Viaduct Federation of Schools
Free School Meal Application for new entrants**

Dear Parent/Carer

We are asking all parents to complete the form overleaf and return it to the school as soon as possible, even if you think you are not eligible. (In Key Stage 2 there are no Universal Infant Free School Meals and so, unless registered, children will need to bring a lunch or pay for one.)

We want to make sure we are providing your child with the best education and support we can. Registering your child for free school meals could also raise additional funding, which can be used to support a range of valuable resources such as additional teaching staff or after school activities. It also helps the school heavily subsidise the trips and visits your child has an opportunity to access.

Your child may be able to get free school meals if you get any of the following benefits:

- 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 £16190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

We are committed to ensuring the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals.

Thank you so much for your co-operation with this.

Kind regards

Steve Springett-McHugh and *Steve Weston*

Executive Headteacher

Associate Headteacher



Free School Meals Application

About You

Surname	
Forename	
Date of Birth	
Relationship to Children	

Please use either the NI number or the NASS asylum reference number. Please use clear capital letters to ensure you receive a timely response:

	A		Numeric						A
NI Number									
NASS Number									

All dependent Children requiring a check

Forename	Surname	Date of Birth

Declaration

I certify the information given is to the best of my knowledge is complete and accurate.

I confirm I will inform the school if there is a change in my circumstances.

I agree that you 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 entitlement.

I understand the results of any free school meal eligibility check may also be used to assess my entitlement to claim other benefits related to my child's education, e.g. school travel.

Signature of Applicant: _____

Date: _____