

LONDON BOROUGH OF ENFIELD

APPLICATION FOR FREE HEALTHY SCHOOL MEALS

for Primary school pupils – school years 3 to 6,
Secondary school pupils – school years 7 to 11 and
Sixth form students – school years 12 to 14

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/guardian should be in receipt of one of the following benefits:

- 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 no more than £16,190, as assessed by HM Revenue & Customs.

*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, or after they reduce their working hours to less than 16 hours per week. In this case children are entitled to free school meals.

Why is it important to apply?

School meals in Enfield are healthy, tasty, social and fun. Research has shown that healthy school meals improve children's learning and productivity. Our meals are provided by Enfield Catering Services who are very proud of the food they serve. Please visit www.myschoollunch.co.uk/enfield for further information.

It is also very important for the school as they receive additional grant money (the 'Pupil Premium') from central government for every child who is eligible for free school meals. If you think you may be eligible, even if you do not wish your child to receive a free meal, it is very important that you to apply so that your child's school receives as much funding as possible to invest in the education of its pupils.

Is evidence of benefit entitlement required?

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

How to apply?

Please complete the application form over the page using **CAPITAL letters**, ensure that you sign the form and return to: **Pupil Benefits, PO Box 56, Civic Centre, Silver Street, Enfield, EN1 3XQ**
Any forms that are **not** signed will be returned, leading to a delay in your free school meal application.

If you have a child in Reception class or Year 7 and receive any of the benefits listed above, you may be eligible to apply for a school clothing grant. For more information about free school meals, or the school clothing grant, please telephone Pupil Benefits on 020 8379 5367.

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



PARENT(S)/GUARDIAN(S): If two people are maintaining a household as husband and wife, whether married or not, details are required from **BOTH** people.

PARENT/GUARDIAN DETAILS:

Surname
(Mr/Mrs/Miss/Ms)

First Name

National Insurance No.

Date of Birth
(DD/MM/YYYY)

NASS Reference
(where applicable)

PARTNER DETAILS:

Surname
(Mr/Mrs/Miss/Ms)

First Name

National Insurance No.

Date of Birth
(DD/MM/YYYY)

NASS Reference
(where applicable)

Address:

Postcode:

Telephone No. **Email:**

CHILD'S/CHILDRENS DETAILS:

Child's Surname	Child's First Name	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/Carer etc.

If you have a child in Year 7 and receive any of the benefits listed overleaf, you may qualify for a School Clothing Grant. To request an application form, please indicate by ticking (✓) the box.

Declaration to be signed by both Parent(s)/Guardian(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 team at once if my/our 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 team when benefit stops.

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

Signed: <input type="text"/>	Date: <input type="text"/>	Signed: <input type="text"/>	Date: <input type="text"/>
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FOR OFFICE USE ONLY

ECS Y / N	FSM Start Date: Not Eligible: <input type="text"/>	Officer Initials: <input type="text"/>	L/S Date: <input type="text"/>
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