

FOR OFFICIAL USE ONLY	
Outcome	
Date	
Checked by	
Household ID	



FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child so that we can provide them with the best education and support, by making sure that their school receives all the government funding to which it is entitled.

Please complete all sections of the form below and return this to the school or direct to the Pupil Access Team at the Area Education Office for the area where you live – see details overleaf.

Free Schools Meals & Pupil Premium Eligibility Criteria:

Please indicate which benefit you are currently in receipt of:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not entitled to Working Tax Credit** and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of state pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

Applicants in receipt of the above benefits or credits may be required to enclose proof. You will be contacted should further information be needed.

Please ONLY complete this form if you have ticked one of the boxes above

1. PARENT / GUARDIAN DETAILS – these should be the details relating to the person who is claiming the benefits and where the pupil resides.

	Parent / Guardian 1	Parent / Guardian 2
Title		
First name		
Last name		
Date of birth	DD MM YYYY	DD MM YYYY
Relationship to pupil		
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/	/
Daytime telephone number		
Email address		

*Complete as appropriate

Continued	Parent / Guardian 1	Parent / Guardian 2
Address		
	Postcode:	Postcode:
Previous address if you have moved in the last year		
	Postcode:	Postcode:

2. CHILD / CHILDREN DETAILS					
Child's last name	Child's first name	Date of birth	Male / Female	Name of school attending	Year Group

DECLARATION
<p>The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to LCC checking my details with relevant Government Departments or other agencies to assess my initial and ongoing entitlement to Free School Meals, Free Travel to School and Free School Milk. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.</p> <p>Signature of parent / guardian:</p> <p>Date:</p>

CONTACT DETAILS FOR PUPIL ACCESS TEAM AREA EDUCATION OFFICES		
NORTH AREA Lancaster, Wyre & The Fylde	SOUTH AREA Preston, South Ribble, West Lancashire & Chorley	EAST AREA Burnley, Hyndburn / Ribble Valley, Pendle, Rossendale
Area Education Office White Cross Neighbourhood Centre Quarry Road Lancaster LA1 3SE (01524) 581207	Pupil Access Team South Level 1 Christ Church Precinct County Hall Preston PR1 8XJ 01772) 531809	Area Education Office 44 Union Street Accrington BB5 1PL <i>If you live in ...</i> Ribble Valley (01254) 220714 & 220717 Hyndburn (01254) 220714 & 220717 Burnley (01254) 220708 & 220710 Pendle (01254) 220709 & 220715 Rossendale (01254) 220711 & 220714

Lancashire County Council is classed as an admissions authority and has a statutory obligation under the Children and Young Persons, England Act * and the School to collect and process the information.

* The Free School Lunches and Milk, and School and Early Years Finance (Amendments Relating to Universal Credit) (England) Regulations 2018