



# Torquay Boys' Grammar School

## APPLICATION FOR FREE SCHOOL MEALS

Children will only qualify for free school meals if parents receive **Income Support, Income-based Job Seeker's Allowance, Employment Support Allowance (Income Related), Child Tax Credit** (but who are **NOT** entitled to Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190), WTC during the four-week period immediately after employment ceases or working hours are reduced to less than sixteen hours a week (i.e. become non-working families), but still receive WTC, **Guarantee Element of State Pension Credit** or **Support under part VI of the Immigration & Asylum Act 1999**. Only one form per family need be completed. Please return this form with the evidence to the school office.

**Name of Applicant** (BLOCK CAPITALS please)

Mr/Mrs/Miss/Ms ..... Initials ..... Surname ..... Date of Birth ..... / ..... / .....

Address .....

.....

Postcode ..... Tel No. .... Relationship to Pupils(s) .....

1. Name of each dependent child for who you are applying for free school meals. *(Do not include foster children)*

Forenames(s)	M / F	Surname	Date of Birth	Name of School Attended	School next term if different

2. If you already receive free school meals, please give the date on which your present entitlement expires .....
3. Your National Insurance Number (N.I. No.) .....
4. Name and National Insurance Number of the person claiming benefits for the pupil, if different from above, and relationship to pupil .....
5. You must enclose / show a recent letter (no more than 8 weeks old) or a bank statement which shows evidence of Income Support which specifies the benefits you are entitled to, or Form TC602 from the Inland Revenue (Tax Credit Award notice). Failure to submit evidence will mean that your application cannot be processed. Any original document will be returned to you.

**Data Protection:** Information collected and processed by TBGS complies and is stored in accordance with the UK Data Protection act, 1998. TBGS does not rent or sell your personal information to third parties. The information you provide on this form will be used to process your application for free school meals. The only parties that this information may be disclosed to are Torbay Council departments and other schools in order to check eligibility for free school meals. We also may need to disclose information to third parties as required by applicable legislation or for the prevention and detection of fraud. If you would like information regarding the personal data **ONLY** please contact the school.

**Declaration:** I wish TBGS to be able to assess my claim in future through Torbay Council. I agree that TBGS can use the information I have provided to process my claim for free school meals and can contact other sources as allowed by law to verify my entitlement.

I confirm that as far as I know the information I have given above is correct. I will tell you immediately if my details above or circumstances change.

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

*(Signature of Applicant)*

**FOR OFFICE USE**

What evidence was seen: Letter from Jobcentre Plus Office  TC602  Date of Expiry ..... Bank Statement   
*(Please tick)*

Original evidence seen by: Name ..... (PLEASE PRINT)

Signature ..... Date ..... Position .....

# FREE SCHOOL MEALS

## Notes

Children whose parents/guardians receive any of the following are entitled to free school meals:

- Income Support (IS)
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual taxable income (as assessed by the Inland Revenue) which from 6 April 2010 does not exceed £16,190.
- Working Tax Credit during the four-week period immediately after employment ceases or working hours are reduced to less than sixteen hours a week (i.e. become non-working families)
- Income-based Job Seeker's Allowance (IBJSA)
- Employment Support Allowance (Income Related)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

N.B. Children who receive these benefits in their own right are also entitled to free school meals.

Children in the care of the Local Authority e.g. foster children cannot be considered for free school meals.

Parents must complete the application form (one form per household, irrespective of which school the child attends), AND supply up-to-date documentary evidence of their entitlement to qualifying benefit. Those in receipt of Income Support or Income-based Job Seeker's Allowance will need to contact the Benefits Agency (Tel. No. 0845 603 6095) to obtain a letter of confirmation, and attach it to their application; others should attach copy of their current notification of entitlement to Child Tax Credit, as received from the Inland Revenue (the whole of the document will be required). If you do not have this letter you should contact 0845 300 3900. When an application is approved, the Local Authority will issue an awarding letter confirming that school meals should be provided, free of charge, from the date stated in the awarding letter.

Parents must apply for free school meals every six months. You will receive a letter from your child's school telling you when to re-apply.

Generally there is no backdated entitlement. Parents must pay for meals until the application is processed. If there are exceptional reasons why a parent did not apply earlier they must write to Admissions & Students Services, Children's Services, Oldway Mansion, Torquay Road, Paignton, TQ3 2TE, explaining the circumstances. Consideration will then be given to refunding the money the parent has paid for meals.

If there is a change of circumstances e.g. a change in entitlement to the qualifying benefits, a house move, a change in family circumstances, a new job, Children's Services must be informed immediately.

### Contact telephone numbers

Admissions & Student Services – 01803 208244 / 208251

Enquiries regarding Income Support or Income-based Job Seeker's Allowance – 0845 603 6095

Child Tax Credit – 0845 300 3900

Pension Credit – 0845 606 0265