

# Application for Free School Meals



**1. Your name and address:**

Mr/Mrs/Miss/Ms Initial(s)..... Surname .....

Address .....

Post Code: ..... Telephone .....

Email ..... Relationship to Child(ren).....

**2. Details about you and your partner (those living at the same address)**

Mr/Mrs/ Miss/Ms	Full Legal name	Date of Birth	National Insurance Number																	

**3. Details about the children for whom you receive Child Benefit that attend a school in Torbay**

Forename(s)	M/ F	Surname	Date of Birth	Name of School Attended	New School? Yes/No	If Yes - start date

**4. Which benefit do you receive? (Please tick box below)**

Income support	<input type="checkbox"/>	Child tax credit(without working tax credit) and an annual income below £16,190	<input type="checkbox"/>
Income based job seekers allowance	<input type="checkbox"/>	Employment and support allowance (income related)	<input type="checkbox"/>
Guaranteed element of pension credit	<input type="checkbox"/>	Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>

**Please note: Contributions Based Jobseeker's Allowance and Working Tax Credit do not qualify.**

I wish Torbay Council to be able to assess my claim in future via a secure computer link with the Department for Education. I agree that Torbay Council 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 initial and continuing entitlement.

**5. Do you have a child who is 2 years old or approaching 2 years? If so you may be eligible for 15 free hours of child care per week.** Please tick this box if you require further information.

**6. Declaration: 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.**

Your signature ..... Date.....

Please return to: Admissions and Student Services, Tor Hill House 1<sup>st</sup> Floor South c/o Town Hall, Torquay TQ1 3DR or your child's school.

# Important

You no longer need to reapply; once we have your details on record we will do regular checks to see whether you are still entitled.

In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes of benefit and name or address of the person, in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are not entitled to free school meals.

## How do I qualify?

Parents/carers who receive any of the following are entitled to free school meals:

- Income Support (IS)
- ! Employment Support Allowance (Income Related)
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190
- ! Income-based Job Seekers Allowance (IBJSA)
- ! Guaranteed Element of State Pension Credit.
- ! Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed but are still receiving Working Tax Credits, you may be entitled to free school meals, please call us on **(01803) 208244/(01803) 208252** for advice.

## How do I apply?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or send it to:  
**Admissions and Student Services, Tor Hill House 1<sup>st</sup> Floor South  
c/o Town Hall, Torquay TQ1 3DR**
3. We will then enter your details into the online system and it will tell us if you are entitled or not.
4. We will then send you a letter with our decision, usually within 5-10 working days.
5. If it states Authorised: you need to do nothing, we will inform the school and your child will be able to receive free school meals shortly after.
6. If it states Not Authorised: If you still believe you are entitled, please call **(01803) 208244/(01803) 208252** for advice, we may need you to send us evidence that you receive a qualifying benefit in this circumstance.

**You do not need to send evidence with this application, if we need evidence at a later date we will contact you.**