



June 2018

Dear Parent/Carer

## REGISTRATION FORM FOR FREE SCHOOL MEALS/PUPIL PREMIUM FUNDING

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious benefits and can help pupils establish good eating habits for life. This can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for Free School Meals\*. Your child is eligible for Free School Meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for Free School Meals\* could also raise an extra **£1,320** for your child's primary school, to fund valuable support like extra tuition, additional teaching staff or after school activities. This is called Pupil Premium funding and would remain in place for your child's entire primary school education.

Registering for **FSM\*** does not mean your child has to take the meal (they can still have a lunch from home if you prefer) but being eligible entitles your child to this funding, even if after a period of time you are no longer entitled to FSM. This extra funding is then used to subsidise or pay for various activities, trips, music lessons etc., Your child would also be entitled to free school milk for the whole of their time in primary education.

For example: at Delapre Primary School we provide all children in Key Stage 2 with a healthy snack every morning. This costs the parents £5 per half term. **If a child is eligible for FSM\* this amount is paid for by the school from Pupil Premium funding. In addition, any day trips the children have during the school year are also paid for by the school.** Our Year 5 and 6 pupils go on a week-long residential trip to Norfolk every other year (there is a trip this year, 2018). This would normally cost approx. £340 but, if your child is eligible for Pupil Premium funding, you would only have to pay **half the cost** - and the school would pay the remainder. There are many other opportunities that arise during the school year which could benefit your child.

I cannot stress enough the benefit of registering for **FSM\*** - to you and your child. Applying is really easy using the attached form.



Pupil Premium funding is **not** automatically applied to younger siblings if you have an older child in school who is eligible. If you have a younger child joining the school and you are still eligible for FSM you must submit a new application.

***\*Free School Meals (FSM) is not the same as Universal Infant Free School Meals (UIFSM), which all children in Reception and Key Stage 1 are eligible for, and which has no effect on additional funding for the children.***

To check if your child is eligible, we need information about you and your child. Please complete the form attached and return to your child's teacher by **2<sup>nd</sup> July 2018**.

**Please register if you are eligible;** it can really make a difference and here at Delapre Primary School we only want to help and support our families. It is definitely worth a check!

This letter contains a lot of information, so if you are in any way unsure about anything, please do not hesitate to telephone the School Office on 01604 761456 or call in.

Thank you for your continued support.

Yours Faithfully

A handwritten signature in blue ink, appearing to read 'D Leivers', with a long horizontal flourish extending to the right.

**D Leivers (Mrs)  
Assistant Headteacher**

## ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

## PARENT/CARER DETAILS

	Parent/Carer 1						Parent/Carer 2					
Last name												
First Name												
Date of Birth	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY
National Insurance Number*												
National Asylum Support Service (NASS) Number*		/		/				/		/		
Daytime Telephone Number/Mobile Number												
Email Address												
Address												
	Postcode:						Postcode:					

## FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

### Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes  No  Unsure

## Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes  No  Unsure

If you are not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, place an X in this box.

## DECLARATION

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 the local authority using this information to process my application for Free School Meals. 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.

Signature of parent/carer: .....Date.....

Print Name .....

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

### How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will **also** be used in relation to pupils in Year 3, from September 2018, or above to decide whether they are eligible for Free School Meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that 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. The information may also be shared with other Council departments to offer benefits and services.