

# APPLICATION FOR FREE SCHOOL MEALS 2016-17

**FSM1**  
Family Ref:  
.....

Revised March 2016

	Your Details	Your Partner's Details	Your Contact Details
Please Circle	Mr Mrs Ms Miss	Mr Mrs Ms Miss	Address
First Name			
Surname			
Date of Birth	...../...../.....	...../...../.....	Postcode
National Insurance No.			Tel. No.
Relationship to Child (Mum/Dad)			E-mail
Child's Address details, if different			

## TELL US WHICH CHILD/CHILDREN WANT FREE SCHOOL MEALS (SCHOOL AGE CHILDREN ONLY)

Forename	Surname	Date of Birth	Name of School	Date of First attendance at this School	Statement of SEN	Looked After Child
		/ /		/ /	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		/ /	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		/ /	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		/ /	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		/ /	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION** - To be signed by the parent who is in receipt of one of the qualifying benefits, see overleaf.

I certify that the information given is correct and I agree to inform my Local Authority immediately if this benefit stops or if any Tax Credit is re-assessed. If for any reason I fail to inform the Local Authority that this benefit has stopped, or that my Tax Credit has been re-assessed, I understand that I may be required to repay the cost of meals received from the date my benefit ceased or was re-assessed. I also agree to inform the Local Authority immediately if I change my address or if there is any other change in my circumstances.

The information provided will be used to process my claim for Free School Meals. The Council will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement. I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive other benefits, for example, home to school transport and board and lodgings for residential school trips. All information will be held securely and in accordance with the Data Protection Act 1998. For further information about how Children's Services uses personal data please go to the following link:

<http://www.bournemouth.gov.uk/ChildrenEducation/InformationforParentsCarers/KeepingYourInformationSafe/Keepingyourinformationsafe.aspx>

SIGNATURE  DATE

NAME (BLOCK CAPITALS)

PLEASE SEE NOTES OVERLEAF

## HOW TO APPLY FOR FREE SCHOOL MEALS - 2016/17

What you need to do:

1. Complete the application form fully. You **MUST** provide all the information we have asked for so that we can carry out a benefit check. You **do not** have to send in evidence of the benefits you receive.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance (JSA)\*
- Income-related Employment and Support Allowance(ESA)\*
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

\*Please Note: If you receive **any** Income Based JSA or **any** Income related ESA, you qualify for Free School Meals

(Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.)

(Children under the compulsory school age who are in full time nursery education may also be able to get free school meals.)

2. If your child attends a Bournemouth school please return the completed form to:  
Children's Information Service  
Town Hall, Bourne Avenue, Bournemouth, BH2 6DY

When we receive your completed form:

1. Once we receive your completed application for Free School Meals we will check your benefit entitlement with data held by the Department of Work and Pensions, the Home Office and HMRC (Revenue and Customs) through a central Eligibility Checking System (ECS). If we cannot confirm your entitlement through this process we will write to you to ask you to provide up-to-date evidence of the benefit you receive.
2. We will inform you in writing whether or not your child/children are entitled to free school meals.
3. We will inform your child's school by e-mail of the Free School Meal eligibility.

Your child/children will receive free school meals while you are in receipt of one or more of the qualifying benefits listed above.

**If this benefit stops, or your Tax Credit Award is reassessed, you must inform us [Local Authority] immediately. You may be required to repay the cost of any meals received from the date this benefit is ceased or reassessed.**

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Local Authority (LA) contacts for Free School Meal applications: -

Bournemouth LA  
☎ 01202 456223

Poole LA  
☎ 01202 634250

Dorset LA  
☎ 01305 224832