

# APPLICATION FOR FREE SCHOOL MEALS 2019-20 (for Schools in Bournemouth and Christchurch)



Please ensure you complete the application form fully. You must provide all the information we have asked for so that we can carry out a benefit check:

Revised April 2019

|  | Your Details   | Your Partner's Details | Your Contact Details |
|--|--|------------------------|----------------------|
| <b>Please Circle</b>                         | <b>Mr Mrs Ms Miss</b>  | <b>Mr Mrs Ms Miss</b>  | Address              |
| <b>First Name</b>                            |  |                        |                      |
| <b>Surname</b>                               |  |                        |                      |
| <b>Date of Birth</b>                         | ...../...../.....  | ...../...../.....      | Postcode             |
| <b>National Insurance No.</b>                |  |                        | Tel. No.             |
| <b>Relationship to Child (Mum/Dad)</b>       |  |                        | E-mail               |
| <b>Child's Address details, if different</b> |  |                        |                      |
| <b>SEN or Looked After Child?</b>            | SEN <input type="checkbox"/> Looked After Child <input type="checkbox"/> |                        |                      |

## 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 | If changing schools, was this child eligible for Free School Meals (based on qualifying benefits) in their previous school? |
|----------|---------|---------------|----------------|---|---|
|          |         | / /           |                | / /                                     | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
|          |         | / /           |                | / /                                     | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
|          |         | / /           |                | / /                                     | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
|          |         | / /           |                | / /                                     | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
|          |         | / /           |                | / /                                     | Yes <input type="checkbox"/> No <input type="checkbox"/>  |

### DATA PROTECTION ACT 2018

Information will be held and used in compliance with the Data Protection Act 2018. If you would like to know more about how we use your personal information, please our privacy notice which is available at [www.bournemouth.gov.uk](http://www.bournemouth.gov.uk).

**SIGNATURE**

**DATE**

**NAME (BLOCK CAPITALS)**

**PLEASE SEE NOTES OVERLEAF**

## HOW TO APPLY FOR FREE SCHOOL MEALS - 2019/20

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 unless asked to.

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of 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 (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

**Please note: If your child is eligible for and getting free school meals at any time before 31 March 2023, they'll remain eligible until this date. You do not need to apply for Free School Meals again if you are already eligible.**

You are **not** eligible for Free School Meals if:

- You are not claiming one of the benefits from the list above
- You receive **Working Tax Credit** (excluding the 4-week run on)
- Your annual Household Income is over **£16,190** (before tax and any other deductions)

Children who get paid these benefits 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, state maintained nursery education may also be able to get free school meals.


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. 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 of the Free School Meal eligibility.

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

Bournemouth Office  
 01202 456223

Poole Office  
 01202 634250

Dorset LA  
 01305 221060