

# FREE SCHOOL MEALS/PUPIL PREMIUM APPLICATION FORM

We want to make sure that we provide your child/children with the best education and support we can. School meals in Enfield are healthy, tasty, social and fun. Research has shown that healthy school meals improve children's learning and productivity.

In Enfield, most of the school meals are provided by Enfield Catering Services who are very proud of the food they serve and ensure that the meals your children eat are met by the high standards demanded. For further information, please visit [www2.myschoollunch.co.uk/enfield](http://www2.myschoollunch.co.uk/enfield)

## Families who receive certain benefits may be eligible for free school meals

Your child/children will be eligible for free school meals if you are in receipt of one of the following benefits:

If you receive any of the benefits below, please place a X in the box.

- ☐ Universal Credit with an annual net earned income of **no more than £7,400**
- ☐ Child Tax Credit (**with no Working Tax Credit**) with an annual gross income of no more than £16,190
- ☐ Working Tax Credit run-on (paid for the four weeks after you stop qualifying for working Tax Credit)
- ☐ 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

You do not need to provide evidence of your benefit when you submit your application form. We will check your entitlement to a free school meal using the Department for Education's Eligibility Checking Service. You must ensure, however, that all the details you provide on the form are **accurate and clearly written**. Occasionally we might write to you for further information or to request certain evidence.

If your application is successful, your child will continue to receive free school meals until March 2022, even if your circumstances change, while the Department for Education rolls out Universal Credit. Once Universal Credit is fully rolled out, your child will keep their free school meal entitlement until the end of their current phase of education. i.e. primary or secondary.

## Extra funding for your child's school

Schools can claim additional funding from central government, known as the 'Pupil Premium' for every child whose parent or carer receives one of the benefits listed above. This additional money is used to ensure that children achieve academically and have full access to educational and cultural activities. However, it is for the school to decide how the money is spent. For more information, please ask at your child's school.

## How the information on this form will be used

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.

The information you provide will be used by the Council to process your application, to populate our database and ensure efficient checking and authorisation in accordance with Free School Meal legislation.

Your information may be shared (internally and externally), with schools to advise them of the outcome, the Department for Education to comply with statutory data collection and other teams within the LA to verify information such as Council Tax.

To check if your child/children are eligible for free school meals, we need information about you and your child. Please complete this form clearly using **BLOCK CAPITALS** and return as soon as possible to: Your child's school, or post to: **ESAS & Free School Meals, D Block, Civic Centre, Silver Street, Enfield, EN1 3XA.** Or scan and email to : [freeschoolmeals@enfield.gov.uk](mailto:freeschoolmeals@enfield.gov.uk)

**PARENT/CARER DETAILS:** If two people maintain a household, details are required from **BOTH** people.

**PARENT/CARER 1:**

|                                             |  |
|---------------------------------------------|--|
| <b>Surname</b><br>(Mr/Mrs/Miss/Ms)          |  |
| <b>First Name</b>                           |  |
| <b>National Insurance No.</b>               |  |
| <b>Date of Birth</b><br>(DD/MM/YYYY)        |  |
| <b>NASS Reference</b><br>(where applicable) |  |

**PARTNER/CARER 2:**

|                                             |  |
|---------------------------------------------|--|
| <b>Surname</b><br>(Mr/Mrs/Miss/Ms)          |  |
| <b>First Name</b>                           |  |
| <b>National Insurance No.</b>               |  |
| <b>Date of Birth</b><br>(DD/MM/YYYY)        |  |
| <b>NASS Reference</b><br>(where applicable) |  |

|                      |                  |
|----------------------|------------------|
| <b>Address:</b>      | <b>Postcode:</b> |
| <b>Telephone No.</b> |                  |
| <b>Email:</b>        |                  |

**ABOUT YOUR CHILD/CHILDREN:**

| Child's Surname | Child's First Name | Date of Birth<br>(DD/MM/YYYY) | Boy/<br>Girl | Name of School |
|-----------------|--------------------|-------------------------------|--------------|----------------|
|                 |                    |                               |              |                |
|                 |                    |                               |              |                |
|                 |                    |                               |              |                |
|                 |                    |                               |              |                |

**Who has parental responsibility for the child/children named above? For example, Mother/Father/Carer etc.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Declaration to be signed by both Parent(s)/Carer(s) (as applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| I declare that the information given on this form is complete and accurate. I agree that you will use the information provided to process my application for free school meals and will contact other sources as allowed by law, such as the Department for Education's Eligibility Checking Service, to verify my initial and ongoing entitlement. I agree that you can inform the school(s) attended by my child/children so that they can claim Pupil Premium funding. I agree to inform Enfield Council; if the children change school, home address or stop receiving eligible benefits. |       |
| Signed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date: |
| Signed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date: |

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

**Please note: Applications for free school meals must be made to the Local Authority (LA) where the school is situated and not the LA where the applicant lives. If your child attends a school out of the Borough of Enfield, please apply to the Borough where the school is located. There are a few Enfield schools who process their own free school meal applications, details can be found on the Enfield Council website.**