



# FREE SCHOOL MEALS AND PUPIL PREMIUM APPLICATION FORM

## City of Westminster

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete one form for each child and take it to the school to be stamped. *Only* complete this form if your child is attending a school maintained by Westminster Local Authority (LA). Please send the form to the following address: Free School Meals, 11<sup>th</sup> Floor, City Hall Victoria Street, London SW1E 6QP or take it to your child's school for them to send on. You can also email a copy to [fsm@westminster.gov.uk](mailto:fsm@westminster.gov.uk)

### ABOUT YOUR CHILD

**Use capital letters**

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

If your child is in any of the school year groups below, please place an X in the box:

- Nursery/ Early years ☐
- Reception, Year 1, Year 2 ☐

### PARENT/GUARDIAN DETAILS

**Use capital letters**

Last name										
First Name										
Date of Birth	DD			MM			YYYY			
National Insurance Number*										
National Asylum Support Service (NASS) Number*			/			/				
Mobile Number										
Email address										
Address	Postcode									

\* Complete as appropriate

## 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're 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, please 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/guardian: .....

Date:.....

**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 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.