



**Saint Cecilia's, Wandsworth
A Church of England Secondary School**

APPLICATION FOR FREE SCHOOL MEALS

Office Use Only
Proof of benefit seen (date)
FSM authorised (date).....
Initial.....

You qualify for free school meals for your children if you receive one of the following benefits from the Benefits Agency:

- Income Support (IS)*
- Income-based Job Seeker's Allowance (IBJSA)*
- Prescribed Tax Credits (Child Tax Credit - as assessed by Her Majesty's Revenue & Customs)**
- Prescribed Tax Credits (Pension Tax Credit)***
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit*

* Children who receive (IS) or (IBJSA) in their own right are also eligible to receive free school meals.

** Parents/Guardians who are in receipt of Child Tax Credit and have an annual taxable income in excess of **£16,040¹** are not eligible for free school meals.

*** Parents/Guardians who are in receipt of Pension Tax Credit and have an annual taxable income in excess of **£16,040¹** are not eligible for free school meals.

NB – Parents/Guardians who are in receipt of any element of **Working Tax Credit** (WTC) do not qualify for free school meals, other than children whose parents become unemployed or reduce their hours to less than 16 hours a week (i.e. become non-working families), but still receive WTC. HMRC will continue to give WTC for four weeks after unemployment; this is known as the run on period.

(¹) 2009/2010

Free School Meals are authorised for 1 year. You must therefore re-apply every 12 months. We will send you a reminder before your authorisation runs out. However, if your financial circumstances change you must notify the school immediately.

You can use this form to apply for free school meals for your children who go to this school. If you have children at another school, you must contact that school for a separate form.

HOW TO CLAIM FOR FREE SCHOOL MEALS

The parent/carer who is receiving one of the above benefits must complete this form

The school needs to have all the following information to decide if you qualify for Free School Meals under the Wandsworth Children's Service rules. It will be treated as confidential.

Parent/Carer

Surname Mr/Mrs/Miss/Ms	Initials
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Partner (if applicable)

Surname Mr/Mrs/Miss/Ms	Initials
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Pupil Information

Last Name	First Name	Date of Birth

Your present address

Postcode:	Telephone No:

BENEFITS: (the information you provide may be checked with the Benefits Agency)

Please tick the benefit you receive:

- | | | | |
|--|--------------------------|---|--------------------------|
| (1) Income Support | <input type="checkbox"/> | (2) Income-based Job Seeker's Allowance | <input type="checkbox"/> |
| (3) Prescribed Tax Credits (Child Tax Credit) | <input type="checkbox"/> | (4) Prescribed Tax Credits (Pension Tax Credit) | <input type="checkbox"/> |
| (5) Support under Part VI of the Immigration & Asylum Act 1999 | <input type="checkbox"/> | (6) Guarantee Element of State Pension Credit | <input type="checkbox"/> |

Address of your Benefits Agency Office

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Your National Insurance Number

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PROOF OF BENEFIT/ENTITLEMENT

Before you return this form to the school, please make sure you have completed all the sections and have provided proof that you receive the DSS benefit ticked above. This must be an **original** of either one of the following-:

- (a) The front cover of your benefit book and the inside page with the name of your benefit on it. (if available)
- (b) Your latest Giro, with the name of your benefit on it. (This should not be more than two weeks old)
- (c) A recent letter from the Benefits Agency with the name of your benefit included on it. (This should not be more than four weeks old).
- (d) The Inland Revenue tax credit award notice. (Child Tax Credit).
- (e) The Inland Revenue tax credit award notice. (Pension Tax Credit).
- (f) Home Office ID and letter from service provider i.e. NASS or Local Authority confirming entitlement.
- (g) Pension Credit M1000 award notice

If you do not provide one of these original documents, your application will be returned to you. If you bring an original document to the School Reception, we will photocopy it and return it to you.



WARNING: The Local Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within its Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Data Protection Act 1998

DECLARATION:

I declare that the information I have given here is true and complete, and I agree that I will inform the school of any changes to my financial circumstances. I also understand that failure to do so may result in my repaying the full cost of meals from the date of change.

Signed:

Date:.....

Please return to the School Reception