

# Application Form for Free School Meals



**IMPORTANT:** All sections must be filled in clearly in **BLOCK CAPITALS** and **must be completed by the person claiming the qualifying benefit.** If you have any questions about this form, please call the Helpline on 0300 123 2224 or complete the online application form at [www.somerset.gov.uk/freeschoolmeals](http://www.somerset.gov.uk/freeschoolmeals)

## DETAILS ABOUT YOU:

Legal Surname	Legal Forename	Title	Date of Birth	National Insurance Number or National Asylum Support Number

## YOUR COMPLETE ADDRESS:

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Relationship to child(ren): \_\_\_\_\_

Telephone Number(s): Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

Child(ren)'s Address: \_\_\_\_\_ Post Code: \_\_\_\_\_  
(if different)

## DETAILS OF EACH DEPENDANT CHILD THAT YOU WISH TO CLAIM FOR IN SOMERSET: (include all children)

Legal Surname	Legal Forename	M/F	Date of Birth	Do you have Parental Responsibility?	Name of School Attending (if School Age)

Where did you find out about Free School Meals?

**DECLARATION:** I confirm that the information I have given above is correct and that I have read and understand the privacy notice overleaf. I will tell you immediately if my details (for example address) change. I agree for Somerset County Council to be able to assess my claim now and in the future via a secure computer link with the Department for Education.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Entitlements Team, County Hall, Taunton, TA1 4DY or return it to your child's school.

You do not need to send evidence with this application. If we need evidence, we will contact you. Applications will be processed within 5-10 working days of receipt and if the application is successful, free school meals will be awarded from the date the application is processed. Free school meals will not be backdated. When completing an application, please ensure all the details are filled in correctly, otherwise this will delay the time it takes to process your application.

Office Use Only	ECS		Core Data	EMS	Letter sent
	Y/N				

## What are Free School Meals?

Free school meals are available to children whose parents qualify by meeting the criteria listed. Children must be in school all day and they will be provided with a meal at lunchtime that is paid for by the school.

Children in pre-school/nursery do not qualify for a free meal until they start school. Applications received for children that have not yet started school will be processed so that when your child starts school, you will already know whether they qualify for a free school meal.

## How do I qualify?

Parents/carers who receive any of the following are entitled to free school meals:

- Income Support
- Employment & Support Allowance (Income Related) - not Contribution related
- Income-based Job Seekers Allowance - not Contribution based
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing you do not also receive Working Tax Credit, with an annual taxable income (as assessed by HMRC) of less than £16,190
- Universal Credit with an annual household income of less than £7,400.

If you have recently become unemployed, but are still receiving Working Tax Credits, you may be entitled to free school meals.

## Pupil Premium

If you are awarded free school meals, the school that your child attends will also be allocated money called Pupil Premium. This money is used to support the pupils at the school. For further details on this, please speak to your school.

## IMPORTANT

You no longer need to reapply for the same child(ren) as long as you remain eligible. You will need to submit a new application for any additional children that may be eligible.

While the majority of schools in Somerset use this service, a small number do not. Therefore, a small number of parents

will need to follow a different process to apply for free school meals. Please check [www.somerset.gov.uk/freeschoolmeals](http://www.somerset.gov.uk/freeschoolmeals) for further information.

## Universal Infant Free School Meals

From September 2014, all children in reception, year 1 and year 2 in schools in England will be entitled to receive universal infant free school meals. If you meet the criteria to qualify for free school meals it is important for you to complete this application form so your school will receive Pupil Premium. To receive the universal infant free school meals, please speak to your school.

## Privacy notice:

**Notification regarding the processing of personal data supplied on this form**

**Data Controller** – Somerset County Council

**Data Protection Officer contact** – [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – The information requested will be used for processing your child(ren)'s free school meals claim.

**Legal basis for processing** – We are processing your personal data because we are required to do so by law.

**By Law** – Education Act 1996

**Legitimate Interests** – SCC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.

**Data Sharing** – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any school that your child(ren) attend as well as Somerset County Councils software supplier and the Department for Education.

**Transfers abroad** – this data is held within the EU and is accessible by the approved application provider.

**Data Retention** – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights** – You have the right to ask Somerset County Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to process your application for free school meals.

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)