

## FREE SCHOOL MEALS AND PUPIL PREMIUM APPLICATION

We need information about you and your child, so that we can provide them with the best education and support. Please complete this form and return to Thomas Deacon Academy.

### ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Admission Number (Academy Use Only)
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

### PARENT/GUARDIAN DETAILS

	Parent/Guardian 1				Parent/Guardian 2			
Last name								
First Name								
Date of Birth	DD	MM	YYYY	DD	MM	YYYY		
National Insurance Number*								
National Asylum Support Service (NASS) Number*		/		/		/		/
Daytime Telephone Number								
Mobile Number								
Email Address								
Address								
	Postcode:				Postcode:			

\* Complete as appropriate

### FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes

No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you<sup>1</sup> are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

## DECLARATION

I certify that the information given above is to the best of my knowledge and belief correct and I undertake to notify staff at Thomas Deacon Academy or Norfolk County Council if the benefit I receive ceases. I understand that Norfolk County Council may verify any of the information provided. I **agree** that Norfolk County Council will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

Signed:

Date:

An email confirmation (if email address provided) will be sent confirming application has been received, from this date two weeks' grace period will be applied to allow for the admin process. Please note that Norfolk County Council will be in touch with regards to whether your application has been successful or not.

## About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

## Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding 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 children 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 unless there is a change in your family circumstances.

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

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.