

Dear parent/carer,

Additional funding/ Pupil Premium Funding

As you know, we are focused on providing the best possible education for the children across The Moorlands Primary Federation.

Healthy meals in school are important to a child as they can not only support children on a daily basis with their wellbeing and readiness to learn, but also help them establish healthy habits for life. School meals are, of course, available to all children in school.

Registering for 'Free School Meals' could also secure extra funding for your child's primary school to go towards valuable support like additional learning support or funding towards educational visits or activities for your child. Although children in Reception and Key Stage 1 are all automatically eligible to receive free school meals, parents are still able to (and encouraged to) apply for Free School Meals, as this funding and the associated benefits are also available to children in these age groups too (and does not impact on children's eligibility to receive free school meals).

This additional money is made available to schools from the Government for every child whose parent is receiving one of the benefits listed below:

Families who receive certain benefits may be eligible for Free School Meals and Pupil Premium Funding. Your child is eligible if you're in receipt of one of the following benefits:

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

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's school by **[date]**.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		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																								
Address																								
	Postcode:												Postcode:											

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 considered.

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.

Alternatively, applications can be made online at the web address below:

www.staffordshire.gov.uk/freeschoolmealsapplication

Further information can be obtained from: www.staffordshire.gov.uk/freeschoolmeals

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/carer:

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 Local Authority 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 tree 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.