

Application for Free School Meal Eligibility and Pupil Premium

This form will allow the Local Authority to check and then subsequently advise your child's school if they are eligible to receive a free school meal. This is so that the school can claim for the pupil premium funding.

Important: If you do not wish to claim a free school meal we will still share the eligibility status with your school to enable them to claim the pupil premium funding. This may be the case for children in Reception, Year 1 and Year 2 who are entitled to universal free school meals.

Universal Credits: If you are currently receiving Universal Credits please take into school the letter of confirmation in addition to completing the form below. All parents in receipt of Universal Credits are entitled to claim free school meals for their children in the interim. The DWP and DfE intend on publishing a threshold of income in the future and so your entitlement to free school meals may change once this is published.

Please complete the details below in full and return to your child's school.

Part 1

Parent 1									
National Insurance Number									
National Asylum Seeker Service Number									
Surname (block capitals)									
Date of Birth (DD/MM/YYYY)									

Parent 2 (if applicable)									
National Insurance Number									
National Asylum Seeker Service Number									
Surname (block capitals)									
Date of Birth (DD/MM/YYYY)									

If you are entitled, do you wish to claim a free school meal for your child(ren)? Yes / No

Signature: _____

Date: _____

How we will use your data

- The Local Authority will use the information above to carry out a check that will be used to determine whether your children are currently eligible for Free School Meals/Pupil Premium
- Please note that this check does not affect any benefits you may be receiving and does not inform the school or the Local Authority of any details of these benefits
- The information will be stored securely and will only be accessed by those responsible for undertaking this check
- The information will be retained until the children listed have left education in Wigan LA with the purpose of carrying out both an initial check and subsequent re-checks during this time
- If your circumstances or details change it is important that you notify the school immediately as a re-check will be necessary and if this results in your child no longer being eligible for a free school meal, you will be informed by the school
- If your circumstances or details change and you feel your child may now be eligible for free school meals again, please reapply using this form
- If you wish to find out more on what the Local Authority does with your data please refer to our Privacy Notice on our website at: www.wigan.gov.uk

Part 2**Child(ren)'s details** (please use block capitals)

Forename		Surname												
Date of Birth														
UPN (the school will complete this)														

Forename		Surname												
Date of Birth														
UPN (the school will complete this)														

Forename		Surname												
Date of Birth														
UPN (the school will complete this)														

Forename		Surname												
Date of Birth														
UPN (the school will complete this)														

Part 3 (to be completed by the school)

School Name	
School DfE Number	
Date of Submission	
Staff Name	
Staff Signature	

Part 4 (to be completed by the school)

I confirm that relevant Universal Credits evidence has been seen by school

Staff Name	
Staff Signature	

Please be aware that free school meals cannot be provided unless a member of school staff has seen evidence of Universal Credits.