

**APPLICATION FOR FREE SCHOOL MEALS**  
**Applicants' Details**

**CONTROLLED**

Parent 1	Mr/Mrs/Miss/Ms	First Name	Surname
Date of Birth ...../...../.....	National Insurance Number		Please note your NI No is in the format as follows: 2 Letters, 6 Numbers and 1 Letter example below AB123456C
Parent 2	Mr/Mrs/Miss/Ms	First Name	Surname
Date of Birth ...../...../.....	National Insurance Number		Please note your NI No is in the format as follows: 2 Letters, 6 Numbers and 1 Letter example below AB123456C

**Pupil Details (Please include all pupils on one form)**

Child(ren)'s name and surname	Name of nursery, school, academy or college	D.O.B.	Age

**Outcome of Claim:** We no longer write to you to with the outcome of your application. However we are able to notify you by email please enter your email contact details .....  
 Please note, emails will be sent to the address provided by you to confirm whether your child/children are eligible for free school meals, the email will contain personal data and it is your responsibility to take appropriate security measures where you pick up your emails.

**Reports to School:** Reports are sent to all schools monthly advising of any changes/additions relating to pupils at their school. Schools will contact you directly with any changes that affect your family.

**Eligibility:** To be eligible for free school meals you or your partner must be in receipt of qualifying benefits such as Income Support, Universal Credit or Child Tax Credit with earned income under the current threshold. **Those in receipt of Working Tax Credit are not eligible.** We do not need any documentary evidence of benefits, unless we specifically request them. The Authority will undertake routine eligibility checks on all applications and schools will be notified if circumstances appear to have changed affecting your eligibility – this will reflect where you have become eligible or no longer eligible. You must contact us immediately if your benefit changes or ends, as it may mean that you no longer qualify for free school meals. There is no requirement for you to apply again for any of the pupils named above as they will automatically have their school details amended, their data transferred and rechecked. You do need to tell us if you change your surname for any reason. You will need to apply for any additional children to be added to your family record.

**Data Protection Act.** Personal information that you have provided will be used carefully and may be held on computer systems at the school/college and in the Children and Younger Adults Department. The use of this personal information is covered by registration under data protection legislation. Under the legislation you have the right to obtain a copy of the information that we hold about you.

**Declaration.** I certify that the above information is correct to the best of my knowledge and belief, and that I am legally responsible for the children for whom I have claimed. I understand that Derbyshire County Council may verify the information given with Government Departments. I understand that if I fail to inform you of any change in circumstances, and my children continue to receive free meals, I may be required to repay the cost of any meals consumed. **A deliberate false statement may lead to prosecution.**

Signature of Applicant .....

Date .....

Please return the completed application form to Pupil Premium Applications, Children's Services, Block B Chatsworth Hall, Matlock, Derbyshire DE4 3FW or by e-mail to [checking@derbyshire.gov.uk](mailto:checking@derbyshire.gov.uk) any queries please call the team on 01629 535743 / 01629 536481