



## Registration Form

### Free School Meals and Pupil Premium

Dear Parent/Guardian

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Registering for free meals could also raise additional money for Mabel Prichard School (**£1345** for a primary age pupil and **£955** for a secondary age pupil). Your child doesn't have to take up the free school meal for us to receive the funding.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return it to school.

#### ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth		
		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
- Working Tax Credit run-on
- Universal Credit

**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 taken into account.

Yes                      No                      Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but would still like us to check whether your child is eligible for free school meals, please place an X in this box.

**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 of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian .....

Date: .....

**Thank you for completing this form and helping to make sure our 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 council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money the school will receive each year.

The information will also be used in relation to pupils 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. You school 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 measure in place to prevent the loss, misuse or alteration of your personal information. We will use the information you proved to assess entitlement to free school meals. The information may also be shared with other Council department to offer benefits and services.