



Lady Boswell's C.E. (Aided) Primary School

Learning Together  Learning For Life

Co- Headteachers: Mrs Hannah Pullen BA Hons, PGCE and Mrs Sharon Saunders B.Ed Hons (NPQH)

Plymouth Drive, Sevenoaks, Kent TN13 3RW



01732 452851



headteacher@ladyboswells.kent.sch.uk or office@ladyboswells.kent.sch.uk

Dear Parent/carer

If your financial circumstances have changed over the last year, and you are now claiming:

- Income Support
- Income-based Jobseekers 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 are not also entitled to Working Tax Credit and have a 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)

Then your child may be eligible for Free School Meals.

All pupils eligible for Free School Meals generate additional funding for the school, known as Pupil Premium, which is used to improve the educational provision and resources.

If you feel you may be eligible, then please either:

- go to <https://www.kent.gov.uk/education-and-children/schools/free-school-meals> and click apply for free school meals
- or Complete the attached form and return to finance@ladyboswells.kent.sch.co.uk

Yours sincerely

Hannah Pullen and Sharon Saunders
Co-Headteachers

REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled.

Please complete this form and return to your child's school.

SECTION 1 - 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 or return this form. We only require completed forms for those families where joint income is below £16,190.

SECTION 2 - ABOUT YOUR CHILD/CHILDREN



Child's Last Name	Child's First Name	Child's Date of Birth		
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY

SECTION 3 – DECLARATION OF ENTITLEMENT

(Please complete this section of the form ONLY if your family income is below £16,190 per year).

Your child might be able to get free school meals if you get any of the following:

- 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)
- 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.

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:

SECTION 4 - 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:

* Complete as appropriate

SECTION 5 - 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 school in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:

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 funding 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.

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.