



St Mark's CE Primary School

Free School Meal Registration and Claim Form

Dear Parent/Guardian

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help improve pupils' readiness to learn.

All children in KS1 (children in Reception class, Year 1 or Year 2) receive free school meals regardless of income, however, the school will receive additional funding called Pupil Premium for **all** year groups, including children in our nursery class, if parents are in receipt of any of the benefits listed below. This extra funding is very important to the school as it is used to provide valuable support like extra tuition, additional teaching staff, after school activities and reduced costs for children on outdoor educational residential visits.

If you believe you qualify for **Free School Meals** and receive any of the benefits below, please complete the form overleaf or online at <https://www.cloudforedu.org.uk/ofsm/sims/>

- Income Support
- Income- based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit (from 30th April 2005)
- Child Tax Credit, provided they or their partner are not entitled to Working Tax Credit, and have an annual income (as assessed by HMRC) that does not exceed £16,190
- Working Tax 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit due to becoming unemployed or reducing their hours of work
- Universal credit – your household income is less than £7400 a year after tax not including other benefits

We **DO NOT** need to see proof of which benefit you receive in order to process your application. We check your entitlement using the Eligibility Checking Service.

EVEN IF YOU DO NOT WANT TO TAKE FREE MEALS, IT IS IMPORTANT FOR YOU TO REGISTER FOR THEM, SO THAT WE GET AS MUCH GOVERNMENT FUNDING AS POSSIBLE, please complete the form overleaf or ONLINE at <https://www.cloudforedu.org.uk/ofsm/sims/>

We will need your National Insurance number (or National Asylum Support Service number – NASS) and your own date of birth. **Please note:** If you are entitled, and by completing the form overleaf, you are agreeing to allow us to check this service and to make regular checks to confirm your ongoing entitlement.

Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.

To prevent a delay in your claim, please do not apply before either.

- Your entitlement to Working Tax Credit has ended but you are still receiving Child Tax Credit and have a household income (as used by HMRC to assess tax credits) of less than £16,190 or receive on the qualifying benefits listed above or;
- Your claim for a qualifying benefit has been accepted and the start date for the benefit has passed or;
- Your entitlement to Universal Credit has been confirmed or;
- You have received your benefit or tax award notice showing that you meet the eligibility criteria

Please note we may be unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.

Please return this form directly to St Mark’s CE Primary School

Please list ALL children in your household who attend St Mark’s Primary School.

On FSM (office use only)	Child’s First Name	Child’s Surname	Male or Female M/F	Date of Birth	Year Group of child
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	
				/ /	

Home address of child / children named above	Contact Phone numbers
Post code :	

Applicants Details – Please write clearly and note that any incorrect or missing details **WILL** delay this form being processed.

Applicants National Insurance Number									
Applicants NASS Reference Number (if applicable)									
What is your relationship to the child/children (please circle)	Mother	Father	Guardian	Foster Carer					
Applicant’s title (please circle)	Mrs	Mr	Miss	Ms					
Applicant’s First Name (please use Block Letters)									
Applicant’s Surname (please use Block Letters)									
Applicant’s Date of Birth	Day -	Month -	Year -						
Applicant’s address – if different than that of the child/children:									

Declaration:

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 & 2016 and used for the purposes of fulfilling the School’s and Local Authority’s statutory and operational needs in relation to Free School Meals, Education Benefits, Pupil Premium and Early Years Pupil Premium. It will be shared with Capita SIMS, who will use the information to confirm that you are and continue to be eligible for this benefit. It may also be shared with other departments in the Local Authority for the purposes of preventing fraud, misuse of public funds and any legal or statutory requirements. Information will also be shared with the Department for Education to facilitate the administration of Free School Meal, Pupil Premium and Early Years Pupil Premium.

I declare that the information I have provided is true and I will inform the school if my circumstances change (including my address). Applications will not be processed without a signature.

Signed Parent/Carer Dated