

## FREE SCHOOL MEAL APPLICATION FORM

### Eligibility to Free School Meals

Parent/carers of children who are entitled to any of the following benefits may be entitled to free school meals. Please indicate which benefit you are in receipt of below:

- 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 State Pension Credit
- Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (providing your household income does not exceed £7,400 per year excluding benefits)

Children entitled to free school meals will earn their school additional funding to help with their child's education, this is called Pupil Premium. If you think you may be entitled to free school meals please complete this form and return it to your school, or telephone 023 9268 8830/023 9282 2251 for further information.

For further details please use the following link:

<https://www.portsmouth.gov.uk/ext/schools/school-meals>

### You may qualify for assistance with transport to school

Children entitled to Free School Meals may also be entitled to assistance with transport to school if they meet the criteria set out in the Home to School Transport Policy.

Forms and guidance notes can be collected from the Civic Offices, Guildhall Square or they can be downloaded from the Portsmouth City Council website.

Please return the form to:

**Access & Entitlement Team**  
**Floor 2 Core 5/6**  
**Portsmouth City Council**  
**Civic Offices**  
**Guildhall Square**  
**Portsmouth**  
**PO1 2EA**

e-mail: [freeschoolmeal@portsmouthcc.gov.uk](mailto:freeschoolmeal@portsmouthcc.gov.uk)

Telephone: 023 9268 8830

For Office Use Only:  
 Yes/No  
 Date  
 Initial



**Education – Inclusion Service**

**Please complete all sections carefully**

**FULL NAME OF PARENT/CARER** (the person in receipt of any of the benefits listed overleaf)

Please print carefully

Parent/carer   
 Date of Birth:

National Insurance Number   
**OR** National Asylum Seekers  
 Support Number   
 (9 digit number where the first 4 digits should be in  
 the format YYMM ie 170912345)

Full name of Child/Children:

Surname	Forename	Child's Date of Birth	School attending or to be attended	Relationship to child (ie mum/dad/ foster carer)

Address (including post code):

Contact Number in case of queries:  
 .....

Please read the statement below and sign if you agree to this information being accessed by the Local Authority.

By signing this document I agree that you will use the information I have provided to process my entitlement to free school meals and you may contact other sources as allowed by law to verify my initial and ongoing entitlement.  
 Portsmouth City Council will keep the evidence that you provide for the duration of your child's education, after which, it will be securely destroyed. If you wish to have your data removed please contact us.  
 Please find below the link to Portsmouth City Council's Privacy Notice:  
[www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice](http://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice)  
 If you have any concerns regarding our privacy policy and how we collect and use your personal information you can write to: Data Protection Officer, Portsmouth City Council, Civic Offices, Portsmouth, PO1 2AL.

Signed ..... Date: .....