

Application for Free School Meals

Please complete all sections of this form using black ink and BLOCK CAPITALS

SECTION 1 – PARENT/CARER DETAILS

Title	
Surname/Family Name	
First Name	
Date of Birth	
National Insurance Number	
National Asylum Seeker Number	
Day Time Telephone Number	
Parent/Carer Current Address	
Email Address <small>By providing an email address you are agreeing to receive the response by email</small>	

SECTION 2 – CHILD/CHILDREN'S DETAILS

Surname	First Name	Date of Birth	School	Relationship to Child

SECTION 3 – FAMILY INCOME AND BENEFIT DETAILS

PLEASE TICK THE CORRESPONDING BENEFIT YOU ARE RECEIVING			
Income Support	Tick here	Universal Credits (No more than £7,400 take home pay)	Tick here
Income Related Employment Support Allowance	Tick here	Income Based – Job Seekers allowance	Tick here
Child Tax Credit with an annual income less than £16,190	Tick here	Guaranteed element of State Pension Credit	Tick here
Support under part VI of the Immigration & Asylum Act 1999	Tick here		

SECTION 4 – SUPPORTING EVIDENCE REQUIRED

Each application must be supported by the appropriate documents Please ensure that you supply the correct supporting documentation and that it is dated within the last 3 months.	
Income Support/Income Based Job Seekers Allowance	Please provide a letter from the DWP
Child Tax Credit	Please provide a recent copy of your Tax Award Notice (TC602) that states you are receiving Child Tax Credit and your annual income is less than £16,190
Income Related Employment Support Allowance	Please provide a copy of the letter from Job Centre Plus
Guaranteed element of State Pension Credit	Please provide a copy of your Pension Credit M1000 Award Notice
Support under part VI of the Immigration & Asylum Act 1999	Please provide a letter from NASS

SECTION 4 – DECLARATION

By signing this form, I certify that I am currently receiving a qualifying benefit. I can confirm that I will inform Harefield School when I am no longer in receipt of a qualifying benefit. I attached the above requested photocopies of the relevant supporting documentation as stated in Section 4.		
Signed	Print Name	Date

SECTION 5 – NOTES

- Free School Meal are **authorised for 1 year** and you will be asked to reapply. However, if your financial circumstances change you must notify us via info@hfschool.org.uk
- Please return this application with supporting requested documentation as soon as possible for the attention of Lorraine Donnelly – ldonnelly@hfschool.org.uk
- The information that you share will be held in accordance with the Data Protection Act and the Harefield School Data Protection Policy Documents which can be found on our website. Should you require any further information regarding this please direct your query via email to hhowley@hfschool.org.uk