

PLEASE USE BLACK INK AND BLOCK CAPITALS

APPLICATION FOR PUPIL PREMIUM & FREE SCHOOL MEALS FOR FULL-TIME PUPILS

1 - Applicant Details (Parent or Guardian claiming benefit)

Title: Mrs Ms Miss Mr Other

First Names:

Surname:

Address:
 Postcode:

Email:

Telephone:

National Insurance / Asylum Seeker Number:

Date of Birth: //

2 – Details of your Partner, if applicable.

First Name	Surname	Date of Birth	National Insurance / Asylum Seeker Number

3 – Children at School or Nursery who you wish to claim Free School Meals for.

First Name	Surname	Date of Birth	Age	Boy/Girl	Name of School/Nursery

5 – Declaration

- I understand that my entitlement to free school meals will only continue as long as I receive one of the relevant Support Payments (see notes below).
- I will inform you immediately if my entitlement to any of the Support Payments is terminated.
- I understand that if I do not inform you and my child/children continues to receive free meals I will have to repay the cost of any meals taken.
- I will inform you immediately if I change my address.
- I declare that I am legally responsible for the child/children I am claiming for



- I will inform you immediately if my child changes or leaves school.

I certify that the above statement and information given by me on this form is complete and true and I authorise the City Council to take such steps, as they consider necessary to verify the same. I understand that this may involve Derby Benefits contacting the HMRC or the Department for Work and Pensions for confirmation of my/our entitlement.

A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

Signature:	Date:
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Notes

1 – Free School Meals are only available to pupils whose parents/guardians are receiving one of the following Support Payments for the child/children named:

- Income Support
- Job Seekers Allowance
- Employment and Support Allowance
- Child Tax Credits (**but NOT Working Tax Credit**), and your annual income is no more than £16,190.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Pension Credit (Guarantee Credit element only)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit – your household earnings must be less than £7,400 a year (£616.67 per month – after tax and not including any benefits you get)

2 - This form must be completed by the person who claims the Support Payment in the household.

3 – Children who get paid these benefits directly, instead of through a parent or guardian can also get free school meals.

4 - Some Schools deal with their own Free School Meals so a separate form is required. Please contact the individual school directly.


5 - All claims are checked on an online checking system provided by the Department of Education. This only confirms or denies your eligibility to claim Free School Meals: it does not give us any other information. When your eligibility has been confirmed and your application processed, you will be sent a confirmation letter and we will contact the school directly regarding your child's eligibility.

6 - You must inform Derby Benefits if you change your address to ensure that renewal forms and correspondence are sent to the correct address.

Please return completed form to:

Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS

Tel.: 01332 640444 Email: freeschoolmeals@derby.gov.uk

 All information provided will be treated in accordance with the Data Protection Act 1998. The Council may wish to share the information you supply with other departments within the Council. If you do not wish the Council to use the information you have supplied in this way please tick the box:

Privacy Notice

How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to

<https://www.derby.gov.uk/privacynotice/>

where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from

RBESPrivacyNoticerequest@derby.gov.uk or call us on 01332 643194.