REGISTRATION FORM

FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child so that we can provide good quality education and support and ensure that schools receive all the government funding to which they are entitled. Please complete this form. We will use it to check your receipt of benefits so that your child can receive a free meal and their school can receive pupil premium grant.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Male (M) Female (F)	Child's Date of Birth			Name of School
			DD	MM	YYYY	
			DD	MM	YYYY	
			DD	MM	YYYY	
			DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Title and 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		
Email address WSCC preferred way of contact is email; please state here if you do not wish to be contacted via email		
Address	**Postcode:**	**Postcode:**

*** complete as appropriate**

FAMILY INCOME AND BENEFIT DETAILS

Is your 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 the next section and go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you are in receipt of any of the benefits listed below: ☐

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from National Asylum Support Service (NASS) under part 6 of the Immigration and Asylum Act 1999
- The Guarantee Element of State Pension Credit
- Child Tax Credit (with no working tax credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal 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: ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will only be used 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 Local Authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date: ...../...../.....

***Please return to:** e-mail fsm@westsussex.gov.uk

Or you can print this form and give it to your child's school or post it to West Sussex County Council, Free School Meals, Pupil Support, 2nd Floor, The Grange, County Hall, Chichester, PO19 1RG

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 on the form.

Registering could raise money for your child's school

Registering for free school meals could raise an extra £1,300 per year, per child, for your child's primary school, or £935 per child for secondary schools, 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 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. The information may also be shared with other Council departments to offer benefits and services.