

# Registration for Free School Meals (KS1 pupils only)



## 1. Details about your children that attend a primary school in Torbay

Note: This is for reception, year 1 and year 2 children only (key stage one pupils) who are entitled to free school meals under the current government initiative, regardless of benefits in payment.

Forename(s)	M/ F	Surname	Date of Birth	Name of School Attended	New School? Yes/No	If Yes - start date
			/ /			

## 2. Details about you and your partner (those living at the same address):

Please complete all details including contact numbers

Mr/Mrs/ Miss/Ms	First Name	Surname/ family name	Date of Birth	National Insurance Number													
			/ /														

Address .....

Post Code: ..... Telephone .Home.....Mobile.....

Email..... Relationship to Child (ren).....

Please provide previous address if you have moved in the last year

## 3. Do you receive any of the following benefits? (Please tick all boxes that apply)

Income support	<input type="checkbox"/>	Child tax credit and an annual income below £16,190	<input type="checkbox"/>
Income based job seekers allowance	<input type="checkbox"/>	Universal Credit	<input type="checkbox"/>
Income based employment and support allowance	<input type="checkbox"/>	Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Guaranteed element of pension credit	<input type="checkbox"/>	I DO NOT RECEIVE ANY OF THESE	<input type="checkbox"/>

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes  No  Unsure

## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only 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:.....

**Thank you for completing this form and helping to make sure your child's school is as well funded 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 pupils 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. You should contact the school or local authority if you have a change in financial circumstances.

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.

**Please ensure all sections are complete and return to:** Student Services, Electric House, Room SF338, c/o Town Hall, Torquay TQ1 3DR or your child's school.