

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

I wish Torbay Council to be able to assess my claim in future via a secure computer link with the Department for Education. I agree that Torbay Council can use the information I have provided to process my claim for free school meals and can contact other sources as allowed by law to verify my initial and continuing entitlement.

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.

Important

The information you provide in this form will be used by Torbay Council to check if you become entitled to any of the listed welfare benefits. This helps determine how much Pupil Premium funding your child's school is entitled to. Your child will continue to receive free school meals until the end of year 2.

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.

How we use and handle your information:

What information do we need?

Torbay Council is the Data Controller for personal data collected for the purpose of allocating and offering school places for children. We will need to collect, information such as your name and contact details, details about your child including their name, date of birth and any other information which may support your application for a school place, for transport or for free school meals, which could include information about your child's health.

Why we need it?

We need this information so that we can deliver services to you, allocate a school place and determine eligibility for school transport or free school meals.

Our lawful basis for processing yours and your child's personal data is legal obligation.

Our lawful basis for the processing of any health information is that this is necessary for the performance of a task carried out in the substantial public interest.

Information Sharing

We will share your information with schools, other local authorities and the Department of Education for the purposes of allocating a school place and confirming an allocation, or to determine and confirm eligibility for school transport and/or free school meals.

We do not trade personal data for any commercial purpose and will only disclose your personal information if we have a lawful basis to do so (as above) or if we have your consent.

How we will store your information

We will hold your information on a secure electronic database and we will stop using your data upon completion of the relevant service. Your data will be deleted 25 years after we stop using it. Your personal information will not be subject to any overseas transfers.

Your rights

At any time you can request to have a copy of the information we hold about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of your rights please contact us by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you are also entitled to raise a complaint with the Information Commissioner's Office, contact details can be found on their website www.ico.org.uk