



ALLESTREE WOODLANDS SCHOOL

APPLICATION FOR FREE SCHOOL MEALS

PLEASE COMPLETE SECTIONS: A, B & C

A.

Is this a new application

☐

No longer entitled to free school meals

☐

(If you are no longer entitled to free school meals, please tick the box and return the application form to the school)

A renewal

☐

DETAILS OF PARENT(S) / CARER(S):

NAME:

ADDRESS:

NATIONAL INSURANCE NO:

B.

DETAILS OF ALL DEPENDENT CHILDREN

NAME	FORM	DATE OF BIRTH

PROOF THAT YOU ARE ELIGIBLE TO CLAIM FREE MEALS MUST BE PRODUCED WITH YOUR APPLICATION

Please read the information on Support Payments overleaf. This will tell you what documents we need to see.

C.

IMPORTANT: The information you have provided on this form will be regarded as private and confidential.

Declaration

I understand that my entitlement to free meals will only continue as long as I receive one of the Support Payments.

I will inform you immediately if my entitlement to any of the Support Payments is terminated.

I understand that I may have to repay any cost for meals if not eligible.

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 certify that the above statement and information given by me on this form is complete and true.

Signature of

Parent(s) / Carer(s): _____

Date: _____

FOR OFFICE USE ONLY: COMPUTER DATA ENTRY RECORD

	Initials	Date:		
Pupil checked / entered:			Income Support Ref No:	
Claim authorised on SIMS:			No. of students entitled to free meals:	
Seen by:			Expiry Date:	

Support Payments entitling parents / carers to make a claim for free school meals are:

❖ **Income Support – IIS**

Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.

❖ **Income Based Jobseeker's Allowance – IBJSA**

Please provide a recent letter about your Jobseeker's Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp the form for you. NB. We cannot accept signing on cards.

❖ **Income Related Employment and Support Allowance – ESA (IR)**

Please provide a recent Department for Work and Pensions (DWP) letter about your Employment and Support Allowance (no more than 6 months old) **OR** the DWP can stamp the form for you.

❖ **Support under Part VI of the Immigration and Asylum Act 1999**

Please provide a recent Home Office letter (no more than 6 months old) **OR** ask your Housing Association to stamp the form for you.

❖ **Child Tax Credit (but NOT Working Tax Credit)**

You can make a claim under this category if your annual income (as assessed by the Inland Revenue) does not exceed £16,190.00 **AND** you **DO NOT** receive Working Tax Credit. Please provide your most recent Tax Credit Award Notice. (Please do not send originals in the post).

❖ **Guarantee Element of State Pension Credit**

Please provide your most recent Pension Credit M1000 Notice.

Notes:

1. Free meals are only available to pupils whose parents / carers are receiving one of the Support Payments for the child / children named or for pupils receiving IS or IBJSA.
2. This form must be completed by the person who claims the Support Payment in the household.

Please return the completed form to:

Free School Meals
Woodlands School
Blenheim Drive
Allestree
Derby
DE22 2LW

Tel: 01332 551921 Ext: 509
Email: E.Williamson@woodlands.derby.sch.uk

Head Teacher: Alan Brady B.A.(Hons) NPQH

Blenheim Drive, Allestree, Derby DE22 2LW. Telephone: 01332 551921 Fax: 01332 553869 Email: the.office@woodlands.derby.sch.uk

Woodlands School is a trading name of Allestree Woodlands School, an Academy Trust
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www.woodlands.derby.sch.uk

