

**DURHAM COUNTY COUNCIL  
CHILDREN AND ADULTS SERVICES  
APPLICATION FOR FREE SCHOOL MEALS**

If your child is under 19, in full-time education and you are in receipt of one of the following benefits they may be eligible for a free school meal.

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided they **are not** entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.
- Universal Credit

**Please return the completed form to the school that your child attends** along with the supporting evidence for the relevant benefit. The name of the person who receives the benefit should be used on this form. If you have children attending different schools individual applications should be made.

<b>1. Please complete the following details:</b>			
Claimant's Name:			
Relationship to child(ren):		(e.g. Father, Mother, Guardian)	
Address:			
Postcode:			
Telephone No:			
N.I. Number:			
Date of Birth (parent):			

<b>2. List the children in your care who attend this school:</b>			
Name	Date of Birth	Class	School

Details of your claim may be held on computer but will be regarded at all times as confidential. The school and the County Council are registered with the Data Protection Registrar.

**Free School Meals and Home to School Transport Entitlement**

**\*Please note a separate application must be made to the School Transport section\***

A national policy provides extended rights to pupils eligible for free school meals or whose parents receive their maximum level of Working Tax Credit. This provides transport to:

For **primary pupils** aged 8 but under age 11 years:

- The nearest suitable school, where that school is more than 2 miles away from the child's home.

For **secondary pupils**:

- 1 of the 3 nearest qualifying secondary schools, where the school is more than 2 but less than 6 miles from the child's home, and
- the nearest suitable school preferred because of religion or belief for pupils whose parent(s) adhere to that particular faith, where that school is more than 2 but less than 15 miles from the child's home.

FOR OFFICE USE ONLY	Start Date:	End Date:	Completed by
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**FSM ENTITLEMENT VERIFICATION CHECK**

SCHOOL/ACADEMY .....

NAME OF PUPIL(s):

YEAR GROUP

.....

SURNAME OF PARENT/CARER WHO IS IN RECEIPT OF AN ELIGIBLE BENEFIT

.....

NATIONAL INSURANCE NUMBER OF PARENT/CARER WHO IS IN RECEIPT OF AN ELIGIBLE BENEFIT

**OR**

ASYLUM SEEKER'S REFERENCE 9 DIGIT NUMBER .....

DATE OF BIRTH OF PARENT/CARER

**PLEASE TICK WHICH BENEFIT YOU ARE CLAIMING**

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided you **are not** entitled to Working Tax Credit and have an annual income, as assessed by HMRC that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.

I hereby give consent to a check for Free School Meals eligibility, via Durham County Council's Benefit Systems and the Department for Education's online service which includes data from HMRC and DWP. (Communication with Durham County Council may be subject to monitoring and recording.) I understand that it is my responsibility to inform the school if I no longer receive the relevant benefit.

PARENT/CARER'S SIGNATURE: ..... DATE: .....

**PLEASE RETURN THIS FORM TO THE SCHOOL THAT YOUR CHILD ATTENDS**