



Application for Free School Meals/ Pupil Premium Funding

Please complete all sections of this form using black ink and BLOCK CAPITALS

1. PARENT/GUARDIAN DETAILS

Title									
Surname/Family name									
First name									
Date of birth									
National Insurance number									
National Asylum Seeker number									
Day time telephone number									
Parent/Guardian's current address									
Email address									
By providing an email address you are agreeing to receive the response by email									

2. CHILD/CHILDREN'S DETAILS

(Please include all children who are aged 2-19, do not include children you are fostering)

* Surname:	* First name:	*Date of birth:	* School:	Relationship to child
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		/ /		
		/ /		
		/ /		
		/ /		

3. FAMILY INCOME AND BENEFIT DETAILS

*Please ☒ the corresponding benefit you are receiving		Universal Credits	☐
Income Support	☐	Income Based Job Seekers allowance	☐
Income Related Employment Support Allowance	☐	Guarantee element of State Pension Credit	☐
Child Tax Credit with an annual income less than £16,190	☐	Support under part VI of the Immigration & Asylum Act 1999	☐

Families in receipt of Working Tax Credit are not eligible for Free School Meals and Pupil Premium.

I understand that my information is being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available, to verify my initial and ongoing entitlement and also for the prevention and detection of fraud in connection with this claim. I give permission for the Education Welfare Benefit Service to make periodic checks using the secure benefit checking system to confirm my entitlement to education benefits. For information on how the Local Authority handles personal data please see a copy of the Privacy Notice

<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/privacy-statement/>

*Signed: _____

*Date: _____

FREE SCHOOL MEALS (FSM) AND PUPIL PREMIUM (PP)

What is Pupil Premium?

Pupil Premium is additional funding given to schools to help raise the attainment of pupils. It is paid to schools according to the number of pupils who have been: Registered as eligible for free school meals at any point in the last 6 years. In the financial year 1st April 2017 to 31st March 2018, pupil premium funding will be:

- £1,320 for each eligible primary aged pupil
- £935 for each eligible secondary aged pupil and
- £1,900 for those in care

How is Pupil Premium used?

The funding can be used for a range of interventions including: help with costs of school trips, music fees, teaching assistant staff, after school programmes, equipment. To find out more about how this funding is used at your child's school, please contact the school or visit the school website.

Who is eligible for Free School Meals and Pupil Premium?

All children who are at school; and were under 19 at the start of the academic year; and are claiming or have parents who are claiming:

- Income support; or
- Income Based Job Seekers Allowance; or
- Income Related Employment and Support Allowance (this benefit was introduced from 27 October 2008); or
- Child Tax Credit, as long as you **do not** get Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16,190; or
- Support under part VI of the Immigration & asylum Act 1999; or
- Guarantee element of State Pension Credit
- Universal Credit

Note:

- Families in receipt of Working Tax Credit **are not** eligible for Free School Meals and Pupil Premium.
- Those entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, are entitled to Free School Meals.
- The Pupil Premium will only be awarded to your school if you apply for Free School Meals, however, please note your child is not required to have the Free School Meals if they prefer not to.
- Children at a maintained Nursery must be attending both the morning and afternoon session on the same day to qualify. For more information on which Nurseries are maintained please contact the Education Welfare Benefits service.

When do I apply?

Please apply as soon as you become eligible under the above criteria. We will write to you to confirm entitlement has started and will continue to check your entitlement via our secure electronic checking system.

Our commitment to you

We shall process your claim within 3 working days of receiving a valid application form and advise you and your child's school of his/her entitlement to Free School Meals and Pupil Premium.

Sending your application

Please complete and return this form in any one of the following ways:

- Post to: Education Welfare Benefits Service, Cambridgeshire County Council, OCT 1222, Octagon 2, Shire Hall, Cambridge, CB3 0AP
- Fax to: 01223 699481
- Scan and email to: ewb.fsm@cambridgeshire.gov.uk
- Return to school in a sealed envelope who will then send it to us to process