

# St. Gregory the Great Catholic School - Application for Free School Meals

Please read the notes overleaf before completing form.

**PARENT/GUARDIAN DETAILS** – This should be the person in receipt of the eligible benefit

First Name																		
Surname																		
Date of Birth	DD	MM	YYYY	Mr / Miss / Mrs / Ms / Other														
Please provide one of the following:																		
National Insurance Number										NASS Number		/		/				
Contact details:																		
Daytime Telephone Number							Mobile Number											
Email Address																		
Address and postcode																		

## DETAILS OF EACH CHILD AT THE SCHOOL

Child's Last Name	Child's First Name	Child's Date of Birth		
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY

## WHICH BENEFIT ARE YOU IN RECEIPT OF

please tick

Income Support	
Income-based Jobseeker's Allowance	
Income related Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
The guaranteed element of Pension Credit	
Child Tax Credit but <u>do not</u> receive Working Tax Credit and have an annual household income of less than £16,190 <b>(Please note that if you receive Working Tax Credit, you will not be entitled to Free School Meals.)</b>	
Working Tax Credit run-on: paid for 4 weeks after you stop qualifying for Working Tax Credit	
Universal Credit with an annual net earned income of no more than £7,400 <b>Your net earned income is your household income after taxes and deductions. It does <i>not</i> include income through Universal Credit or other benefits that you may receive.</b>	

## DECLARATION

- I declare that the information I have given on this form is complete and accurate and that I am in receipt of one of the relevant support payments for free school meals.
- I agree that St Gregory the Great Catholic School can use the information I have provided to process my claim for free school meals and contact other sources to verify my initial, and on-going entitlement.
- I undertake to notify St Gregory the Great Catholic School if I cease to receive the relevant support payment.

Signature of applicant: .....

Date:.....

Your eligibility will reviewed at least every six months by the school. Please supply your child with a packed lunch or top up their ParentPay account until we let you know if your application has been approved.

<b>For Office Use Only</b>	Date received:	Confirmed by:	Authorised by:
	Date of authorisation:	Hub / Paperwork	

## **Important Notes:**

### **Eligibility**

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (**provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190**)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual net earned income of no more than £7,400

Children who get paid Income Support or Income-based Jobseeker's Allowance directly, instead of through a parent or guardian, can also get free school meals.

### **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.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

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.

### **How we confirm entitlement**

The information in this form is checked against records held by Oxfordshire County Council.

If we cannot confirm your entitlement through this process we will ask you to provide up-to-date evidence of the benefit you receive, normally the official documentation of the benefit.