

How to apply for free school meals Online

Type the following address into your web browser.

<https://www.cloudforedu.org.uk/ofsm/sims>

It should display the screen below

Click on the start button for a new application.

The screenshot shows the top of the application form. At the top left are the logos for CAPITA, SIMS (with the tagline 'helping schools inspire'), and sda. To the right is the title 'Free School Meals Application Form'. Below the logos, there is a paragraph explaining that users need to make a new application for each child but their information will be remembered. It also states that users can apply on behalf of a parent/carer. There are two main sections: 'New application' with a 'Start' button, and 'Previous application' with a 'Submit' button. The 'Previous application' section includes input fields for 'Application Reference' and 'Date of birth (DD/MM/YYYY)'. At the bottom left, there is a link 'Go to SIMS's web site'.

The following screen will give you information on benefits required for eligibility.

Click Yes. Continue.

The screenshot shows a progress bar at the top with five steps: 1. Declaration (highlighted), 2. Parent/Carer, 3. Child, 4. Submit, and 5. End. The main content area starts with the heading 'Eligibility is based on one of the following benefits :'. It lists several benefits: Universal Credit (with a note about annual net earned income of no more than £7,400), Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part V of the Immigration and Asylum Act 1999, The guarantee element of Pension Credit, Child Tax Credit (with a note about annual gross income of no more than £16,190), and Working Tax Credit (run-on - paid for four weeks after you stop qualifying for Working Tax Credit). Below the list, there are three lines of text where the user agrees to use their information for processing the claim, to ensure accuracy of records, and to inform the school(s). There is a link to the Privacy Policy. At the bottom, it says 'To complete an application you will need to provide:' followed by a list of required information: Your own name and date of birth, Contact details, National Insurance Number or National Asylum Seekers Number, Child's name and date of birth, and School your child is attending/will attend. A 'Yes, continue' button is at the bottom left.

The next screen requires you to complete parent information. (The details need to be those of the person claiming the benefits).

**CAPITA** | **SIMS** helping schools inspire | **sda** **Free School Meals Application Form**

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will close to you if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

**Name \***  
If you are making this application on behalf of a parent/carer, you must enter their details, not your own.  
- Please Select -  
Title First Name Last Name

**Identification Number \***  
National Insurance Number OR National Asylum Support Service reference number

**Personal Information \***  
If you have legal parental responsibility for the child but your relationship isn't listed, please select 'Legal Parental Responsibility'.  
Date of birth (DD/MM/YYYY) - Select - Relationship to the child

**Contact Information**  
Email Telephone (Landline) Telephone (Mobile)  
 Yes, I would like email to be my primary communication channel for the school meal entitlement.  
[Why use electronic communication?](#)

**Address Information \***  
Enter a post code Find address  
Addresses - Use the post code lookup above -  
 Manual Address Data  
Flat Number/Name \*  
House Number/Name \*  
Street Name \*  
Locality  
Town/City \*  
Post code  
\* One of local of Flat or House Number/Name is required.  
\* Required.

Save and continue Save and resume later Back

Once the form is complete click on Save and continue.

The following form will ask you to complete the details of the child you are applying for and their school.

Continue to fill in all the boxes and follow the prompts on screen.

Once all the information is complete, the system will tell you if you are eligible or not.

There is no need for parents to inform the school as the system will do this automatically.