

**EALING COUNCIL  
APPLICATION FOR FREE SCHOOL MEALS  
ACADEMIC YEAR 2015/16**



Reference Number.

**DO NOT COMPLETE THIS FORM UNTIL YOUR CHILD HAS A CONFIRMED SCHOOL PLACE**

Only complete this form if you can answer 'yes' to the following: The child (ren) for whom I am claiming free school meals all live with me. I am receiving one or more of the following benefits:

**Benefit:**

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit with an annual household income less than £16,190 and not in receipt of **Working Tax Credit**, as assessed by Her Majesty's Revenue and Customs (HMRC)
- Universal Credit
- Guaranteed Element of State Pension Credit or
- Support under part VI of the Immigration and Asylum Act 1999

Child's First Name	Child's Surname	Male/Female	Date of Birth	Name of school your child be attending in September 2016

**Parent/Guardian details (Person 1)**

Title: Mr/Mrs/Miss/Ms/Other (please state) .....

Surname: ..... First Name: .....

Address: .....

Post Code ..... Telephone Number.....

National Insurance Number ..... Date of Birth .....

E-mail Address .....

**Benefit claimant details (if different from Parent/Guardian) (Person 2)**

Title: Mr/Mrs/Miss/Ms Other (please state) .....

Surname ..... First Name.....

Address .....

Post Code ..... Telephone Number .....

National Insurance Number ..... Date of Birth .....

E-mail Address .....

## DECLARATION AND CONSENT STATEMENTS

**Please read the following declaration. We will not process your application if you do not provide appropriate consent and/or documentation and sign and date the declaration below.**

I/We agree that Ealing Council will use the information I/We have provided to process my/our claim for free school meals and will contact other sources as allowed by law to verify my/our initial and ongoing entitlement. I/We agree that you can inform the school(s) attended by my/our child (ren) of the initial and ongoing entitlement to free school meals.

If you are claiming Housing or Council Tax Benefit we can use your Housing or Council Tax Benefits records to determine your ongoing entitlement to free school meals.

I/We give consent for my Housing or Council Tax Benefit records to be checked to confirm entitlement to free school meals. (We will contact you again if we are unable to confirm your entitlement.)

I/We do not receive financial help with my rent and council tax costs and would like you to send me an application form for Housing and Council Tax Benefit. (We will request Housing and Council Tax Benefits to send you an application form.)

I/We consent to receive notification of the decision on this application and subsequent information relating to ongoing eligibility by e-mail. I/We understand that such e-mails may contain details of my/our children and the schools they attend and that the security of the e-mail account(s) provided is my/our responsibility.

E-mail address

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The information I/we have given on this form is complete and accurate to the best of my/our knowledge and belief. I/We understand that if I/we give false or incomplete information I/we may be refused support or my/our support may be withdrawn and I/we may be prosecuted.

### Data collection Notice - Data Protection Act 1998

The information you have provided to the London Borough of Ealing in accordance with the Data Protection Act 1998 will only be used to determine your entitlement to free school meals and/or uniform grants. The Council has a legal obligation to protect public funds; we may therefore share the information you have provided with other departments of the Authority and with other similar bodies to ensure accuracy of records across the Authority and for the detection and prevention of fraud.

You have the right to ask for a copy of the information held about you in our records. You must request this in writing to the Data Controller in ICT Services. You also have the right to request us to correct any inaccuracies in your information.

Person 1 Signature

Person 2 Signature

Date

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## **FREE SCHOOL MEALS 2015/16 INFORMATION FOR PARENT/GUARDIAN**

### **FREE SCHOOL MEALS**

**Only Parents/Guardians who are in receipt of one or more of the following are eligible for free school meals and only complete the form if the child (ren) for whom you are claiming free school meals all live with you.**

Income Support  
Income Based Jobseekers Allowance  
Income-related Employment and Support Allowance  
Child Tax Credit with an annual income less than £16,190 and not in receipt of Working Tax Credit, as assessed by Her Majesty's Revenue and Customs  
Universal Credit  
Guaranteed Element of State Pension Credit or  
Support under part VI of the Immigration and Asylum Act 1999

### **HOW TO APPLY**

**Customers wishing to submit their form by post should post completed form to:**

Ealing Council  
Pupil Support Services  
Perceval House  
3/SE/2  
14-16 Uxbridge Road  
London  
W5 2HL

**In person:**

Mon – Friday 9 – 5pm  
Ealing Council  
Customer Service Centre  
14-16 Uxbridge Road  
Ealing  
W5 2HL or

Apply on-line at [www.ealing.gov.uk/info/200544/school-aged-children/701/free-school-meals](http://www.ealing.gov.uk/info/200544/school-aged-children/701/free-school-meals)

The team will contact you if there are any queries relating to your application.

## ETHNIC MONITORING

In order to comply with our Equal Opportunities Policy can the person completing this form please state their Ethnic Origin by ticking the appropriate box:

### WHITE

- British (wbri)                       Irish (wiri)                       Traveller of Irish Heritage (wirt)  
 Other White Background (wotw)                       Western European  
 Eastern European (weeu)                      (wweu)                       Gypsy/Roma (wrom)

### MIXED / DUAL BACKGROUND

- White and Black Caribbean (mwbc)     White and Black     White and Asian (mwas)  
 Other Mixed/Dual Background (motm)    African (mwba)

### ASIAN OR ASIAN BRITISH

- Indian (aind)                       Pakistan (apkn)                       Bangladeshi (aban)  
 Other Asian Background (aota)  
 African (aifr)

### BLACK OR ASIAN BRITISH

- Caribbean (bcrb)                       Ghanaian (bgha)                       Nigerian (bngr)  
 Somali (bsom)                       Other African Background (baof)  
 Other Black Background (botb)

### OTHER ETHNIC GROUP

- Chinese (chne)                       Afghanistan (oafg)                       Arab (oara)  
 Iranian (oirn)                       Iraq (oirq)                       Japanese (ojpn)  
 Latin/South/Central American (olam)     Other Ethnic Group (oog)