



BRISTOL CITY COUNCIL FREE SCHOOL MEALS APPLICATION FORM

Parent(s)/Guardian(s)	Last Name	First Names	Date of Birth
Mrs/Miss/Ms			
Mr			
Income Support/Job Seekers Allowance Reference Number (<i>this is the same as your National Insurance Number – two letters, six numbers, and then another letter</i>)			<input type="text"/>
Address:		Telephone number:	
Post Code:		Mobile number:	
		Email:	

If your address has changed in the past six months, write the old one here

*If you change your address you **MUST** inform the Free School Meals Team immediately to ensure that renewal forms and correspondence are sent to the correct address.*

Children at School or Nursery (include all children, even if they have been renewed recently)

Last Name	First Names	Sex	Date of Birth	School

Continue on another sheet if necessary

THE OTHER SIDE OF THIS FORM GIVES DETAILS OF QUALIFYING BENEFITS AND HOW TO APPLY. BEFORE YOU APPLY PLEASE READ AND SIGN THE FOLLOWING UNDERTAKING.

I understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I provide within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes

I authorise the Authority to seek confirmation of the validity of the information provided by me on this form from other central and/or local government bodies, as deemed appropriate by the Authority and hereby consent to the disclosure of any information sought in accordance with the Data Protection Act 1998 having read the Fair Processing Notice on the notes sheet I was given with this form.

I confirm that the information given on this form is correct and I will inform you immediately of any change in circumstances. I understand that any false or misleading information given on this form or failure to disclose relevant information may make this application void and could render me liable to legal proceedings.

I confirm that the children named above are included in my claim.

Signature..... Date.....

AM I ELIGIBLE FOR FREE SCHOOL MEALS?

You are eligible for free school meals if you receive:

- Income Support
- Job Seekers Allowance (Income Based)
- Child Tax Credit, but are **not** entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,040
- Support under Part VI of the Immigration & Asylum Act 1999
- The 'Guaranteed Element' of Pension Credit
- Income-related Employment and Support Allowance (if any element of contribution based paid meals can not be provided)

HOW TO APPLY/RENEW

1. Read and sign the certificate on the front of this form.
2. Complete the boxes overleaf with your details and your children's details. If you need help to complete this part of the form, telephone the Free School Meals Team on 0117 9037990.
3. Attach proof that you are entitled to Free School Meals. We accept:
 - i) a letter from Jobcentreplus showing that you receive *Income Support* or *Job Seeker's Allowance (Income Based)* and with a date less than three months old
 - ii) if you receive Child Tax Credit, but are not entitled to Working Tax Credit and your annual income does not exceed £16,040 a copy of your TC602 renewal notice 2009 -2010
 - iii) if you are in receipt of the 'Guaranteed' element of Pension Credit, a copy of your 'Pension Credit M1000 Award Notice'
 - iv) if you receive support under *Part VI of the Immigration and Asylum Act 1999*, a copy of your letter from the National Asylum Support Service (NASS) confirming your status
4. If you do not have any written proof you can either
 - a) if you receive any of the payments in 4.i)-iii), complete the front of this form and send it to: Benefit Enquiries Team, Ground Floor, Lodge House, 602-634 Fishponds Rd, Bristol BS16 3HZ
 - b) if you receive any of the payments in 4.i)-iii), telephone Jobcentreplus on 0117 958 9400 and ask them to send you a letter of entitlement. You should then attach it to this form.
 - c) if you receive support under *Part VI of the Immigration and Asylum Act 1999*, you can take this form to your local Refugee Action centre and ask them to fill in the certificate below.

Return this form to the **Mailing Address: FREE SCHOOL MEALS SERVICE, PO BOX 1111, COUNCIL HOUSE, COLLEGE GREEN, BRISTOL BS99 2EZ.** Visiting Address: FREE SCHOOL MEALS, Create Centre, Smeaton Road, Hotwells, Bristol, BS1 6XN

CERTIFICATE OF BENEFITS

Number of Children Included in claim

I certify that the person named and living at the address overleaf receives <input type="checkbox"/> Income Support <input type="checkbox"/> Job Seekers Allowance (income Based) <input type="checkbox"/> support from NASS <input type="checkbox"/> Child Tax Credit and NOT receiving Working Tax Credit <input type="checkbox"/> Guaranteed element of Pension Credit (Delete as applicable). Signature of Officer..... Date.....	JOB CENTREPLUS/ REFUGEE ACTION/ PENSION SERVICE OFFICIAL STAMP
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FOR OFFICE USE	Assessed	Date	Initials
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IF YOU NEED A COPY OF THIS FORM AND ASSOCIATED INFORMATION IN ANOTHER FORMAT, PLEASE CALL 0117 9037990



BRISTOL CITY COUNCIL

FREE SCHOOL MEALS APPLICATION FORM NOTES

If an additional child is starting school you need to make a fresh application including **all** of your children.

If your child is moving to a new school the Free School Meals Team should be notified by the old or new school of your child's change of school. If any problems arise, contact the Team.

If you were received Income Support/Job Seekers Allowance (Income Based) then worked for a while, and now receive of Income Support/Job Seekers Allowance (Income Based) again you need to make a NEW application.

If you change your address you **MUST** inform the Free School Meals Team immediately to ensure that renewal forms/correspondence is sent to the correct address.

The Data Protection Act 1998

Fair Processing Notice

(Schedule 1 Section 2 Subsection 1(a) & Section 3)

Local Education Authorities hold information on pupils in order to run the education system, and in doing so must follow the Data Protection Act 1998. This means, amongst other things, that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Education Authority (LEA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support etc. information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Local Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LEA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact Bristol City Council in writing. The Data Protection officer, Room 346, The Council House, College Green, Bristol BS1 5TR

A fee is charged for this service.