

APPLICATION FOR FREE SCHOOL MEALS (CONFIDENTIAL)

Please read notes overleaf before completing this form.



A - DETAILS OF PARENT/GUARDIAN

RELATIONSHIP TO CHILD	SURNAME	FIRST NAME(S)	DATE OF BIRTH	Please provide one of the following:	
				NATIONAL INSURANCE NO.	NATIONAL ASYLUM SUPPORT SERVICE NO.
Father					
Mother					
Guardian					

B - HOME ADDRESS OF PARENTS/GUARDIAN (APPLICANT)

MOTHER / GUARDIAN (Delete as appropriate)	ADDRESS OF FATHER (if different from Mother)

C - DETAILS OF DEPENDENT CHILDREN

SURNAME	FIRST NAME(S)	DATE OF BIRTH	SCHOOL ATTENDING

D - BENEFITS RECEIVED BY PARENTS/GUARDIAN

Please tick below the benefit(s) you receive:

<input type="checkbox"/>	Income Support;
<input type="checkbox"/>	Income based Employment & Support Allowance
<input type="checkbox"/>	Income Based Job-Seekers Allowance;
<input type="checkbox"/>	Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service);
<input type="checkbox"/>	Guarantee element of State Pension Credit;
<input type="checkbox"/>	Child Tax Credit, but am not entitled to Working Tax Credit, and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of 6 April 2011 does not exceed £16,190 ; or (Please note if you receive Working Tax Credit, you will not be entitled to Free School Meals).

E - DECLARATION BY PARENT/GUARDIAN

- I hereby declare that I am currently in receipt of the benefits as indicated above or will be from the date provided, and that to the best of my knowledge and belief the information provided in this form is correct.
- I hereby authorise Cheney School to check my eligibility status with the relevant providers.
- I undertake to inform Cheney School of any change of financial or other circumstances, which will affect any items of information contained therein.
- I also undertake that where any meals are received free of charge for any period for which I have not been in receipt of the relevant benefits to secure eligibility for such meals, I will repay on demand the costs of such meals at the rate normally charged during that period.

SIGNATURE OF APPLICANT		DATE	
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F - AUTHORISATION BY SCHOOL (to be completed by Headteacher or Delegated Person)

I confirm that I have received confirmation from Oxfordshire County Council of the applicant's current receipt of appropriate benefit or if the Council cannot confirm eligibility I have seen and copied appropriate documentary evidence:

NAME	POSITION	SIGNED	DATE (and from which authorisation for free meals has been given)

for ongoing entitlement (subsequent terms):

NAME	POSITION	SIGNED	DATE
NAME	POSITION	SIGNED	DATE

IMPORTANT NOTES

Please read the following notes before completing the application form overleaf:

ELIGIBILITY

1. Eligibility for free school lunches is limited to children whose parents are in receipt of:
 - Income Support (IS); *
 - **Income Based** Jobseekers Allowance (IBJSA); *
 - Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service);
 - **Guarantee element** of State Pension Credit; or
 - Child Tax Credit, provided they are **not** entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of 6 April 2011 does not exceed **£16,190**.
 - Employment Support Allowance (Income Related) (ESA(IR))

**Children who receive IS or IBJSA in their own right are also eligible to receive free school lunches.*
2. Children who receive "education suitable for children who have not attained compulsory school age" will need to satisfy the additional requirement of "receiving education both before and after the lunch period", before being eligible to receive free school meals.

HOW TO APPLY

3. If you are in receipt of one of the eligible benefits above, please complete Sections A to E of the form overleaf.
4. This form should be returned to Cheney School as soon as possible.
5. Oxfordshire County Council has access to a secure government website which it can use to check your entitlement. The Cheney School will contact Oxfordshire County Council to confirm your eligibility for Free School Meals and authorise the provision of meals. However if your eligibility cannot be confirmed you will be asked to provide appropriate documentary evidence confirming that you are in current receipt of support. Free School Meals will start from the date your form is received and authorised by the school. You will be expected to pay for meals in the interim period. In exceptional circumstances, a refund for paid school meals may be possible once free school meals eligibility is confirmed.

CHANGE IN CIRCUMSTANCE

6. You must tell Cheney School of any changes of address and when your benefit/support is changed or stopped. You will be charged for any meals provided free to your children if it is discovered that there has been an unreported change in your benefit entitlement establishing that your children should not have received Free School Meals.

DATA PROTECTION

7. This Policy encompasses information submitted in applications for free school meals. Information submitted on this form may be used to establish your eligibility for other education benefits. We will not use your data for any other purpose, nor will we share your data with any third party other than the Department for Education unless required to do so by law.

Cheney School supports the objectives of the Data Protection Act 1998 and is registered as a data controller. Information which you provide will be governed by the requirements of the Data Protection Act 1998 and may be processed by the school in the performance of its statutory duties or for purposes required by law.

FURTHER INFORMATION

8. If you require any further information or advice, please contact your child's College or Cheney School Finance Team: Cheney School, Cheney Lane, Headington, Oxford OX3 7QH Telephone: (01865) 765726.