

# Where can I get more information?

If you have any questions or need advice:

- Contact Free School Meals 01225 394317 Monday-Friday
- E-mail [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk)
- Write to us at the postal address on page 2.
- <http://www.bathnes.gov.uk/educationandlearning/Schoolsandcolleges/schoolmeals/Pages/default.aspx>

Is your 3 or 4 year old at a nursery, pre-school or with a childminder, and you are receiving any of the benefits listed in this leaflet? If so, your child's nursery, preschool or childminder **could receive up to £300 extra funding from Bath and North East Somerset council** for the year. This is additional funding which will be used to improve the quality of your child's early education. Three and four year olds will also be eligible if: They have been in local-authority care for 1 day or more in England or Wales, they have been adopted from care in England or Wales or they have left care through a special guardianship order or a child arrangement order in England or Wales.



This document can be made available in a range of languages, large print, Braille, on tape, electronic and other accessible formats. Please call 01225 394317 or e-mail [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk). Fax 01225 395210

Making Bath & North East Somerset an **even** better place to live, work and visit.

# Free School Meals

## Eligible by Benefit (EBB)

Since September 2014, all pupils in Reception, Year 1 and Year 2 in State funded schools in England qualify for Universal Infant Free School Meals (UIFSM).

Please register all Primary and Secondary aged pupils for Free School Meals Eligible by Benefit (EBB) if you are in receipt of qualifying benefits as registration will attract additional funding for your child's school for Pupil Premium (£1,320 per Primary pupil and £935 per Secondary pupil for the financial year 2016-17).

Please visit <https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings> for more information about Pupil Premium Funding For Schools.

You can register your entitlement for Free School Meals if:  
You have children who attend a school in Bath and North East Somerset **and** receive the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment Support Allowance
- Child Tax Credit **without** Working Tax Credit **and** an annual income below £16,190
- Child Tax Credit with Working Tax Credit **run-on** which is only paid for 4 weeks after you stop qualifying for WTC
- The Guaranteed Element of State Pension Credit
- Support under Part V1 of the Immigration and Asylum Act 1999
- During the initial roll out of the benefit – Universal Credit

# To register for Free School Meals in Bath and North East Somerset Council

- Call 01225 394317 to make a telephone registration
- Complete a registration form at your School or Academy or Council Connect offices at the Guildhall in Bath, The Civic Centre in Keynsham, and The Hollies in Midsomer Norton.
- Using the web link <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/school-meals-and-catering/free-school-meals> , download and complete the registration form and email it back to us at [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk)

OR

- Print and complete the Free School Meals Registration and send it to our postal address: Free School Meals Team, Children's Service Finance, Lewis House, Manvers Street, Bath, BA1 1JG.
- If you live in Bath & North East Somerset and your child attends a School or Academy in another Local Authority you will need to register for Free School Meals in that authority.

NB: If your child attends a Local Authority maintained Nursery, Free School Meals can only be provided for the funded sessions before and after lunch up to a maximum of two sessions per week.

## What happens next?

The Local Authority will check your initial and on-going eligibility to qualifying benefits on your behalf using the DFE Online Free School Meal Checking Service. Your National Insurance or National Asylum Seeker Support Number and Date of Birth will be required to do this.

We will inform both yourself and the relevant school(s) of your child(s) entitlement to free school meals, or alternatively whether your registration has been rejected and if so, on what grounds.

## What happens if my circumstances change?

If any of the following changes in circumstances occur, please inform the Free School Meal team, as this may affect your on-going eligibility to register for Free School Meals:

- **Immediately** if you stop receiving any of the qualifying benefit(s)
- **Immediately** if you start receiving Working Tax Credit.
- If an additional child is starting school.
- If you move house (please also tell the school(s)).
- Any other information you think may affect your registration for Free School Meals.