

**Free School Meal Registration Form**



From September 2014, all pupils in Reception, Year 1 and Year 2 in state funded schools in England will qualify for Universal Free School meals.

**Please register all primary and secondary aged pupils for free school meals 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 2015-16).**

You can register your entitlement for Free School Meals if:

- you have children who attend a school in Bath and North East Somerset\*, **and**
- you are in receipt of any of the qualifying benefits listed overleaf.

(\*Except for Oldfield Academy – please register directly with the school)

How to register

- Call 01225 394317 to make a telephone registration.
- Complete this form and return it to the address overleaf.
- Visit [www.bathnes.gov.uk/freeschoolmeals](http://www.bathnes.gov.uk/freeschoolmeals) to download and complete a form online.
- Fax 01225 395210

Parent/Guardian(s) Details					
Title	Surname	First Name	Date of Birth (dd/mm/yy)	National Insurance or NASS number	Relationship to child(ren)
			/ /		
			/ /		
<b>Current Address</b> including postcode			<b>Previous Address</b> including postcode (if you have moved in the last 6 months)		
<b>Email:</b>			<b>Date of Move</b> (dd/mm/yy) / /		
<b>Telephone:</b>					

Dependent Children		Please list all school age children who you wish to make a claim for.			
Surname	First Name	Date of Birth (dd/mm/yy)	M/F	Name of School(s)	
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			

**Qualifying Benefits**

**Which benefit(s) do you receive? Please tick this box if you have claimed in the last month**

Income Support <input type="checkbox"/>	Job Seekers Allowance (Income Based <b>only</b> ) <input type="checkbox"/>	Employment Support Allowance (Income Related <b>only</b> ) <input type="checkbox"/>	Child Tax Credit (without any Working Tax Credit and have an annual household income (as assessed by HMRC) below £16,190) <input type="checkbox"/>
Pension Credit (Guaranteed Element only) <input type="checkbox"/>	Working Tax Credit run-on (which is only paid for 4 weeks after you stop qualifying for WTC) <input type="checkbox"/>	Asylum Seeker (Support under Part V1 of the Immigration & Asylum Act 1999) <input type="checkbox"/>	Universal Credit (during the initial rollout of this benefit) <b>PLEASE PROVIDE PAPER PROOF</b> <input type="checkbox"/>

**Additional Comments:**

The Local Authority will check your eligibility to qualifying benefits on your behalf using the DFE online Free School Meal Eligibility checking service. Your National Insurance or National Asylum Seeker Support Number and Date of Birth must be completed clearly and accurately.

**Declaration:** I agree to notify the Free School Meal team immediately if there is any change in my circumstances. I agree that the Local Authority can use the information provided to process my registration for Free School Meals using the DFE online Free School Meal Eligibility Checking Service and may contact other agencies to verify my initial and on-going entitlement.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date**    /    /

Send your completed form to: [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk)

or: **Free School Meals**  
 Children's Service Finance  
 Bath & North East Somerset Council  
 Lewis House  
 Manvers Street  
 Bath  
 BA1 1JG

**If you have any queries or would like to register by telephone, please contact us:**  
 Telephone: (01225) 394317  
 Email: [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk)

**OFFICIAL USE ONLY**

CTC LINE	FSM HUB	Eligibility CONFIRMED

INITIALS	DATE