

Please complete this form to apply for free school meals for children who are in year 3 and above.

Am I eligible for free school meals/pupil premium?

You are eligible if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

How do I apply?

Online

Apply online at www.bristol.gov.uk/fsm for children in year 3 and above.

- Applying online is quick and easy to do, you will receive notification of your eligibility immediately and there is no risk that your application will get lost in the mail.
- If you are eligible you can begin claiming free school meals the same day.

If you don't have the Internet at home, you can visit your local library or your child's school where the staff may be able to help.

How to complete a paper form

- Use BLOCK CAPITALS and black ink.
- Complete all information on the following pages.
- Please remember to **sign and date** the form

Return to: **Free School Meals (Parkview Campus)**
PO Box 3176
Bristol, BS3 9FS

If you have any queries please contact: **0117 903 7990**

Alternatively, you can scan and attach your application to an email. Please send to:
free.school.meals@bristol.gov.uk

Please see page 4 for any benefit evidence we may require to support your application

Parent or Carer Details

Title: Forename:

Surname(s):

Date of birth:

National Insurance Number/ or NASS Number:

Relationship to child: Mother Father Step parent Foster parent

Other family member

Home address:

Postcode:

Tel (home):

Tel (work):

Tel (mobile):

Email address:

Children's Details

UPN Number: (Contact your child's current school to obtain UPN Number)

Forename:

Surname:

Date of birth: Gender: male female

Child's present school:

UPN Number: (Contact your child's current school to obtain UPN Number)

Forename:

Surname:

Date of birth: Gender: male female

Child's present school:

UPN Number: (Contact your child's current school to obtain UPN Number)

Forename:

Surname:

Date of birth: Gender: male female

Child's present school:

What happens once I have submitted the application?

Once you have submitted the free school meals application form you will receive a letter notification of your status.

If you submit your application online you will receive immediate notification and will also be notified via email.

The letter will either state that you are eligible for free school meals, or will state that we were unable to confirm your eligibility and now require more information.

What can I use as evidence in support of my application?

If we are unable to confirm your eligibility you will be sent a benefit enquiry letter. This asks you to provide evidence of the benefits you currently receive in order for us to process your application further. What we will need to see:

Benefit	Evidence Required
Income Support.	An award letter from Jobcentre Plus stating 'Income support' which is less than 3 months old.
Income-based Job Seekers Allowance.	An award letter from Jobcentre Plus stating 'Job Seekers Allowance Income-based' which is less than 3 months old.
Income-related employment and support allowance (this benefit was introduced 27th October 2008).	An award letter from Jobcentre Plus stating 'Employment and support allowance income-related only' which is less than 3 months old.
Support under part VI of the Immigration and Asylum Act 1999.	A copy of a letter from the National Asylum Support Service which can confirm your status.
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs).	A complete copy of your TC602 Revenue & Customs tax credit award notice for the current tax year.
The Guarantee element of State Pension Credit.	A copy of your Pension Credit M1000 Award Notice.