



LORDSHIP LANE PRIMARY SCHOOL

Ellenborough Road, Wood Green, London N22 5PS

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Headteacher: Michelle Randles

Dear Parent/Carer

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra money for the school, to fund valuable support services like breakfast club and after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete the form overleaf and return it to the school office.

Since September 2014, the school has been providing free lunches to pupils in reception, year 1 and year 2, who are not otherwise entitled to benefits-related free school meals. The outcome of this eligibility check will not affect your child's entitlement to Universal Free School Meals.

Yours sincerely,

Michelle Randles
Headteacher

FREE SCHOOL MEAL APPLICATION FORM

PARENT/GUARDIAN DETAILS

| | Parent/Guardian 1 | Parent/Guardian 2 |
|----------------------------------|-------------------|-------------------|
| Last Name | | |
| First Name | | |
| Date of Birth | | |
| National Insurance Number | | |
| NASS | | |
| Daytime Telephone Number | | |
| Mobile | | |
| Address | | |
| | Postcode: | Postcode: |

ABOUT YOUR CHILD/CHILDREN

| Surname | First Name | Boy/Girl | Date of Birth | Class |
|---------|------------|----------|---------------|-------|
| | | | | |
| | | | | |
| | | | | |

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for school purposes. I agree to the school using this information to process my application for free school meals. I also agree to notify the school in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:

THANK YOU FOR COMPLETING THIS FORM

How the information in this form will be used

The information you provide in this form will be used by the school to confirm receipt of one of the listed welfare benefits.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at Lordship Lane Primary School. Please contact the school office or local authority if you have a change in financial circumstances.

Lordship Lane Primary School is committed to protecting the privacy and security of all personal and sensitive information we hold. Please refer to the school's privacy notice which describes how we collect and use personal information, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.