



Application for free school meals

To get free school meals you must complete this form.

If you decide to fill it in, return the form to:
St Thomas More Language College
Cadogan Street
Chelsea
London SW3 2QS

Is it worth applying?

Yes if

- You get Income Support (*IS*)
- You get Income Based Jobseeker's Allowance (*IBJA*)
- You get Income-related Employment and Support Allowance (*IRESA*)
- You get Child Tax Credit and Her Majesty's Revenue and Customs has assessed your family income as no more than £16,190
- You get the Guaranteed element of State Pension Credit
- You get Working Tax Credit *run-on* (paid for four weeks after you stop qualifying for Working Tax Credit)
- You get Universal Credit (with an annual net earned income of no more than £7,400)
- You are being supported under Part 6 of the Immigration and Asylum Act 1999

You are a child who receives a qualifying benefit in their own right

No if

- You are a foster parent for a Social Services Department
- You get Working Tax Credit

Proof of your National Insurance number

We also need proof of your National Insurance number. Proof would include things like your National Insurance number card, payslips or letters from the Department of Work and Pensions or the tax office.

Proof of your Income

We accept a copy of any one of these:

- **A recent letter from the Department of Work and Pensions** saying you get Income Support or Income Based Jobseeker's Allowance;
- **Other recent proof** that you are getting Income Support or Income Based Jobseeker's Allowance;
- **A Tax Credit award notice** from Her Majesty's Revenue and Customs (form TC602 or M1000);
- **Documents or official letters** proving you are getting support under Part VI of the Immigration and Asylum Act 1999.

Proof should be no more than 3 months old and the address on the proof should be the same as the one in your child's school records.

About You

Your last name or family name

Your forename

Title

Date of birth

National Insurance number

National Asylum Support Service (NASS) number

Your address

Postcode

Daytime phone number

Relationship to child(ren)

Do you receive Income Support or Income Based Jobseekers Allowance?

No
Yes

Do you receive the Guarantee Credit element of Pension Credit?

No
Yes

Do you receive Child Tax Credit?

No
Yes

Are you an asylum seeker?

No
Yes

Data Protection Information

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure. We have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals.

The information may also be shared with other Council departments to offer benefits and services.

Changes to circumstances

While your child(ren) are receiving free school meals you must tell us if:

- You change address
- Your name changes or a child's name changes
- You stop receiving benefits
- The person claiming benefit changes

as this may affect your entitlement to free school meals.

How long does it take to get free school meals?

As soon as a correctly completed application has been received by the school, accompanied by the right supporting proof of entitlement.

We are unable to backdate free school meals.

How long will you get free school meals?

You only need to complete this form once and it will last for the duration of your child's time here.

If you stop getting the relevant benefit or support, you need to tell us straightaway. If you do not, you will be breaking the law and the Council will take legal action.

If you need to contact us, please phone 020 7589 9734 and ask for Free School Meals.



About your child

	First Child	Second Child
Surname	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Boy/Girl	<input type="text"/>	<input type="text"/>
	Third Child	Fourth Child
Surname	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Boy/Girl	<input type="text"/>	<input type="text"/>

Declaration

Please read this declaration before you sign and date it.

- I understand that if I give information that is incorrect or incomplete, the Council may take action against me. This may include recommending that I be prosecuted.
- I know I must let the school know *in writing* about any changes in my circumstances, which might affect the right to free school meals.
- I authorise the school and/or the Royal Borough of Kensington and Chelsea to check these details with all relevant internal and external agencies that are necessary to confirm the information I have given to support my claim. And understand that my personal information will be held securely.
- I declare the information I have given on this form is correct and complete.

Signature

Date