

## ENTITLEMENT APPLICATION FORM

### Eligibility to Free School Meals

Parent/carers of children who are entitled to any of the following benefits are entitled to free school meals:

- Universal Credit replacing the following benefits:
  - Income Support (IS) (children who receive IS in their own right are also entitled)
  - Income-based Jobseekers Allowance (IBJSA) (children who receive IBJSA in their own right are also entitled)
  - Income-based Employment and Support Allowance
  - Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed the maximum as assessed by Her Majesty's Revenue and Customs.
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

In January 2011, the Government introduced the Pupil Premium. Children entitled to free school meals will earn their school additional funding to help with their child's education. If you think you may be entitled to free school meals please complete this form and return it to your school, or telephone 023 9283 4962 for further information.

For further details please use the following link: <https://www.gov.uk/apply-free-school-meals>

### You may qualify for assistance with transport to school

Children entitled to Free School Meals may also be entitled to assistance with transport to school if they meet the criteria set out in the Home to School Transport Policy.

Forms and guidance notes can be collected from your child's current school, from the Civic Offices, Guildhall Square or they can be downloaded from the Portsmouth City Council website.

Please return the form to:

**Karen Madgewick**  
**Access & Entitlement Assistant**  
**Floor 2 Core 5/6**  
**Portsmouth City Council**  
**Civic Offices**  
**Guildhall Square**  
**Portsmouth**  
**PO1 2EA**

e-mail: [karen.madgewick@portsmouthcc.gov.uk](mailto:karen.madgewick@portsmouthcc.gov.uk)  
Telephone 023 9268 8101

For Office Use Only:  
Yes/No  
Date  
Initial



**Education – Inclusion Service**

**Please complete all sections carefully**

**Full name of Parent/Carer** in receipt of any of the benefits listed overleaf:

Please print carefully

Parent/carer  
Date of Birth:

National Insurance Number  
**OR** National Asylum Seekers  
Support Number

Full name of Child/Children:

Surname	Forename	Child's Date of Birth	School Attended

Address (including post code):

Please read the statement below and sign if you agree to this information being accessed by the Local Authority Free School Meals officer.

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to receive assisted travel to school.

S110 of the Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and, assistance with travel to school.

Signed .....

**Important:** The personal information you provide will be used for the purpose of processing this application form and will be in accordance with the principles of the Data Protection Act 1998.