

## THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

### APPLICATION FOR FREE SCHOOL MEALS

Please read the following notes before completing the form overleaf

- i. Under current regulations only those children whose parents are in receipt of the following support payments will be entitled to free school meals:-
  - **Income Support (IS)**
  - **Income Based Jobseekers Allowance (IBJSA)**
  - **Support under part VI of the Immigration and Asylum Act 1999**
  - **Child Tax Credit** (not including Working Tax Credit) and those whose annual income (as assessed by the Inland Revenue) does not exceed the income threshold set by the Treasury.
  - **‘Guaranteed’ element of State Pension Credit**
- ii. Eligibility must be confirmed by having the form validated by any of the Persons listed below.
  - a) The Headteacher or Finance Officer at your child’s school (they must sign part 6 of the form).
  - b) Your local Job Centre (they must ensure that part 5 is signed and stamped).

You can prove your eligibility for:

- **Income Support** by showing the school your Income Support Book or providing a letter confirming that you are receiving this benefit, or asking the Job Centre Plus to sign and stamp this form.
- **Income Based Jobseekers Allowance** by providing a letter confirming that you are receiving this benefit or asking the Job Centre Plus to sign and stamp this form.
- **Asylum Seeker Status** by providing a letter / document from the Home Office confirming your status as an Asylum Seeker or if you have Asylum Seeker Status you can ask the local authority supporting you to sign and stamp the form.
- **Child Tax Credit** by showing the school your Tax Credit Award Notice (TC602) received from the Inland Revenue. (If you are in receipt of both Child Tax and Working Tax Credit you are not eligible for the free school meals entitlement).
- **‘Guaranteed’ element of State Pension Credit** showing the school your Pension Credit M1000 Award Notice.

Once you have completed the form it must be returned to your child’s school, as entitlement can only commence from the date your form is received and verified. Please ensure that the form is returned promptly so that approval of your entitlement is not delayed.

- iii. It is essential that you advise the school of any change of address or when there is a change in your circumstances or benefits.
- iv. Information contained in this form is personal data which may be held in a computer and is therefore subject to the Data Protection Act 1998.

