

Universal Free School Meals: Registration Form



We write to you on behalf of your child's school as you have a child(ren) who will be **starting in Reception in September 2019** and will be entitled to receive a universal free school meal at no cost to you.

From September 2019, choosing a school lunch for your child(ren) will help save you up to £400 per year per child, if you take up the offer. Meat and vegetarian options are available every day, and we can consider other dietary requirements where a menu is agreed in advance. Please discuss this with your school.

This is a popular offer in Sandwell. To help us plan ahead and ensure that schools can claim the correct level of funding for your child, and help us plan for the number of children having a school lunch from September 2019, please provide the details requested on the form and return to your school as soon as possible.

We will use this information to check for eligibility to claim additional grant money from central government. It will be used for no other purposes and will remain confidential to us. There may also be other benefits for your child offered by your school, e.g. free trips etc. Please ask your school.

Education Benefits Team - Sandwell Metropolitan Borough Council

Section 1: About your child(ren) entering Reception Year in September 2019 (Please complete in ink and CAPITAL LETTERS using your child(ren's) legal names)

First name of Child 1										Surname of Child 1									

Date of birth (Child 1)						School Child 1 Attending													
D	D	M	M	Y	Y														

First name of Child 2										Surname of Child 2									

Date of birth (Child 2)						School Child 2 Attending													
D	D	M	M	Y	Y														

Do you have other children of school age attending a Sandwell school? Yes No

Section 2: Details of parent/legal guardian (All sections must be completed in ink and CAPITAL LETTERS)

Title					Surname														
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First Name																				DOB	D	D	M	M	Y	Y
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Relationship to child(ren) (Mother/Father/Legal Guardian etc.)																			
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National Insurance Number or NASS Ref Number of Parent/Guardian/Claimant – this MUST be provided																			
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Address and postcode																			
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Contact Phone No.																			
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Section 3: Children whose parent/legal guardian receive any of the following are entitled to universal free school meals additional funding

Is your joint family income over £16,190 per year? Yes No

If you have ticked 'Yes' above, please go straight to Section 4 overleaf.

PTO

If you ticked 'No', please tick the relevant box if you are in receipt of any of the benefits listed below.

Income Support

Universal Credit - with a household net income of less than £7,400 a year

Job Seekers Allowance - **Income Based Only**

Employment and Support Allowance – **Income Related Only**

Pension Credit – Guaranteed Element (including Child Tax Credit)

Support under **Part VI** of the Immigration and Asylum Act 1999

Child Tax Credit only – with an annual income of less than £16,190

(**NOT** including Working Tax Credit – check your latest Tax Credit Awards Notice if you are unsure)

Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

Please tick this box if you are not sure whether your joint family income is over £16,190, but you would still like us to check if your child is eligible. Please now continue to Section 3.

NOW COMPLETE YOUR CONSENT AND SIGN THE DECLARATION BELOW PLEASE

Section 4: Your Consent

I agree that you will use the information I have provided to process my claim for free school meals to verify my initial, and ongoing, entitlement; and that you may contact other sources, such as the Department for Education (DfE) as allowed to confirm this.

Please note that where successful, your details will be passed to the applicable school.

If you do not consent to the above we cannot proceed with your application, so please ensure that you have read and ticked the box before submitting this application form.

The Data Controller for the information held about you for this purpose is Sandwell Metropolitan Borough Council, Sandwell Council House, Freeth Street, Oldbury B69 3DB. Phone 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at DP_Officer@sandwell.gov.uk

The information on this form, where you have given us consent to use, will **ONLY** be used for that purpose and for no other. Where you have not provided us with consent, the information will not be used by the council.

The information provided under consent will only be used and shared for the purposes outlined on this form. However, when a legal duty is placed upon the council then the council will consider the sharing of your information in accordance with that duty (e.g. police etc.).

At any point, you have the right to withdraw your consent by contacting the office below.

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

Section 5: Your 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 local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: _____ Date: _____

In accordance with our service standards, eligible claims will be processed within five working days from receipt of completed application forms. However, if you require further information or assistance, please contact the Free School Meals Team on 0121 569 8186 or 8189.

Please return your completed form to Education Benefits, Sandwell Council House, Freeth Street, Oldbury B69 3DB

IL1: PROTECT [when complete]