

Application form for a free school meal

In order for your child/children to receive a free school meal, you will need to complete ALL sections of this form unless the family joint income is over £16,190. This information helps to decide how much money your child's school will receive each year for this purpose and other related funding.

PLEASE NOTE IF YOU RECEIVE WORKING TAX CREDIT YOU WILL NOT BE ELIGIBLE

Complete this form using black ink and BLOCK CAPITALS. Please return it directly to your child's school where the application will be processed in confidence and sent to Southwark Council

Name of School/COLLEGE

1. CHILD/CHILDREN'S DETAILS (Please include any other children in the family receiving free school meals who are in different year groups, or at different schools)

Child's surname	Child's first name	Date of birth	Sex M/F	Name of school child is currently attending

2. PARENT/GUARDIAN DETAILS (Please complete either the first four lines or complete the Spouse/Partner details)

Surname/family name	
First name	
Date of birth	
National Insurance number/NASS number	
Day time telephone number	
Parent/guardian's current address	
Please provide your old address if you have moved in the last year	

3. FAMILY INCOME AND BENEFIT DETAILS

<p><u>Please tick (x) indicating your joint family income</u></p> <p><input type="checkbox"/> £16,190 or under. <u>If you tick under £16,190 please complete this form and return it to your child's school</u></p> <p><input type="checkbox"/> £16,191 or over. <u>If you tick over £16,191 and receive WORKING TAX CREDIT you do not need to complete this form any further as you WILL NOT BE ELIGIBLE.</u></p> <p><i>Please tick (x) if you are in receipt of working tax credit</i> <input type="checkbox"/></p> <p><i>Please tick (x) the type of benefit you receive, if any:</i></p> <p><input type="checkbox"/> Income support <input type="checkbox"/> Income based Job Seeker's Allowance <input type="checkbox"/> Income based Employment Support Allowance</p> <p><input type="checkbox"/> Support under part VI of the Immigration and Asylum Act 1999</p> <p><input type="checkbox"/> Guarantee element of state pension credit <input type="checkbox"/> Child tax credit and joint income of no more than £16,190</p>
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4. DECLARATION

The information I have given on this form is complete and accurate. I agree to notify the local authority in writing of any change in circumstance which could discontinue the entitlement of my child/children to receive a free government funded school meal.

I agree for the local authority to use the information I have provided to process my application for free school meals.

Signature of parent/guardian: Date:

The London Borough of Southwark is committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure.

We have appropriate technical and organisational measures in place to prevent the loss, misuse or alteration of your personal information.

Our staff are trained to handle confidential information and they are required to complete a refresher course annually to make sure they are working to good practice standards.

Most of the personal information you have given us will not be shared outside of the Council without your consent, and will only be used to provide the service you have requested or to improve the quality of the services we are providing.

However, if there are concerns that a child may be at risk of significant harm, or an adult may be at risk of serious harm, we may need to share your personal information with organisations that we work with.

We will only share information in compliance with the law and our multi agency information sharing agreement.

You are entitled to request copies of the information that we hold about you at any time under the Data Protection Act.

We will periodically review this notice to ensure that it is up to date and reflects our current policy.