

# Application for Free School Meals



North Tyneside Council

Please note that Free School Meals **cannot be backdated**. Applications can only be considered from the date the local authority receives your form.

## Parent/Guardian Details

	Parent/Guardian 1	Parent/Guardian 2
Title		
Forename*		
Surname*		
Date of birth*		
National Insurance Number**		
NASS Reference**		
Contact Telephone Number*		
Email Address		
Address*		
	Postcode:	Postcode:

\*Must be completed \*\*Either National Insurance Number or NASS Reference must be completed

## Children's Details

Forename*	Surname*	Date of Birth*	Year Group*	Name of School*

You can also get advice or help completing the form by contacting us on 0191 643 2288 option 2

## 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 notify the local authority in writing of any changes in family's financial circumstances as set out in this form.

Signature of parent/guardian.....

Date.....

**Please turn over to complete your household situation**



### Details of Household Situation

Please tick all of the below that apply to you

- Universal Credit with an annual net earned income of no more than £7,400
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Support Under Part 6 of Immigration and Asylum Act 1999
- Income Support
- Income-related Employment and Support Allowance
- Income-based Jobseeker's Allowance
- Guarantee element of Pension Credit
- My child is in Key Stage 1 (Reception, year 1 or year 2)

Children who receive any of the above benefits in their own right are also eligible to receive Free School Meals.

### How the information will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used to decide whether they are eligible for free school meals.

You will need to complete this form once and it will last for the duration of your child's time at a North Tyneside school. You should contact the local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and 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 department to offer benefits and services.

**Please complete and return to:**

ALS – Student Support  
Langdale Centre  
Howdon  
Wallsend  
NE28 0HG

**Or**

**Complete the online form**

[My.northtyneside.gov.uk/freeschoolmeals](http://My.northtyneside.gov.uk/freeschoolmeals)

#### Office use only:

Date requested \_\_\_\_\_

Date Received \_\_\_\_\_

Date ECS Checked \_\_\_\_\_

Checked by \_\_\_\_\_

Result Yes/No

Other action taken \_\_\_\_\_