

# Application for free school meals

Please read the attached notes for guidance before completing this form

I am applying for free school meals

## Part one – benefit claimant

Your surname	<input type="text"/>	First name(s)	<input type="text"/>
Relationship to child(ren) (eg mother)	<input type="text"/>	Title (Mr/Mrs/Miss/Ms)	<input type="text"/>
Date of birth	<input type="text"/>	National Insurance number/ NASS reference number	<input type="text"/>
Marital status (Married/Widowed/Divorced/Separated/Single)	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone (home)	<input type="text"/>	Telephone (work)	<input type="text"/>
E-mail address	<input type="text"/>		

### Please tick which benefit, if any, you are receiving:

- Income Support.
- Jobseeker's Allowance (Income-based).
- Employment and Support Allowance (Income related).
- Child Tax Credit, **providing you are not receiving Working Tax Credit**, and have an annual taxable income as assessed by the Inland Revenue, of less than £16,190 from 6 April 2011.
- Pension Tax Credit and have an annual taxable income, as assessed by the Inland Revenue, of less than £16,190 from 6 April 2011.
- The 'Guaranteed' element of State Pension Credit.
- Financial support, in accordance with the Immigration and Asylum Act 1999, from the National Asylum Support Service (NASS) or the Council's Asylum and Resettlement Team.

## Part two – about your dependent children

Please list below the names and details of each dependent child who is:

- (a) in full-time attendance at a school or other educational establishment; and/or
- (b) living at home and under school age.

Surname	First name(s)	Date of birth	Boy/Girl	Name of the school or college (if attending)

**All applicants: please complete the declaration below.**

## Part four – applicant's declaration

**Please note that your application will not be processed unless you sign and date this declaration.**

I hereby certify that the information given on this form is, to the best of my knowledge and belief, correct. I understand that any person knowingly giving any false information on this form, or providing any false documentation in support of it, may be liable to prosecution which could result in a fine and/or imprisonment.

Signed

Date

**Please return this form, with the appropriate proof, to:**

Admissions and Pupil Finance Section, Education, Children's and Cultural Services,  
London Borough of Richmond upon Thames, Civic Centre, 44 York Street, Twickenham, TW1 3BZ.

Please cut out this page and keep for reference

# Application for free school meals or school clothing grants

## Guidance notes

Please read these notes **before** you complete the application form.

### Eligibility for free school meals

Your child will be eligible for free school meals if:

- they attend full-time at a state-maintained school in Year 11 or below; and
- You and your spouse or partner are receiving one of the following benefits: Income Support; **or** Jobseeker's Allowance (Income-based); **or** Employment and Support Allowance (Income related); **or** Child Tax Credit, **but not also receiving Working Tax Credit** and has an annual taxable income, as assessed by the Inland Revenue, of less than £16,190 from 6 April 2011 **or** Pension Tax Credit and has an annual taxable income, as assessed by the Inland Revenue, of less than £16,190 from 6 April 2011 **or** the 'Guaranteed' element of State Pension Credit; **or** financial support in accordance with the Immigration and Asylum Act 1999, from the National Asylum Support Service (NASS) or the Council's Asylum and Resettlement Team.

### Telephone queries for free school meals or school clothing grants

If you have any queries relating to free school meals, please telephone the Admissions and Pupil Finance Section on 020 8891 7587 or, if you have a hearing difficulty, 020 8891 7539.

### Personal visits for free school meals

If you wish to make a personal visit concerning free school meals or school clothing grants, please come to the Education, Children's and Cultural Services, the Civic Centre, 44 York Street, Twickenham, Monday to Thursday, 9.00am to 4.45pm, and Friday, 9.00am to 4.30pm.



## Personal Information Policy

The Council respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information about you available to the Council (your information).

## Use of your information

Unless you are told otherwise, the Council will use your information to:

- deal with your requests and administer its departmental functions
- meet its statutory obligations
- prevent and detect fraud
- conduct surveys and research.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

If you would like a copy of this form in Braille, large print, on audio tape, or in a community language, please contact us on 020 8891 7500; Minicom number: 020 8891 7539.

## Translation advice

If you have difficulty understanding this form please visit Reception at the Civic Centre, 44 York Street, Twickenham, TW1 3BZ, where we can arrange a telephone interpreting service.

Albanian	Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.
Arabic	إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الاستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.
Bengali	এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।
Farsi	اگر در فهمیدن این نشریه مشکلی دارید لطفاً به مین پذیرش در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه تلفنی برایتان فراهم آورده شود:
Gujarati	જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.
Punjabi	ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।
Urdu	اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر ملیئے، جہاں ہم آپ کیلئے ٹیلیفون انٹریٹینگ سروس (ٹیلیفون پر ترجمائی کی سروس) کا انتظام کر سکتے ہیں۔

Education, Children's and Cultural Services,  
Civic Centre, 44 York Street, Twickenham, TW1 3BZ  
Phone: 020 8891 7587 Fax: 020 8891 7714

