

**FREE SCHOOL MEAL APPLICATION
For pupils attending BEDFORD BOROUGH SCHOOLS ONLY**



Did you know? - You can apply online on the Bedford Borough website by entering 'apply for Free School Meals'

Title		Surname*				
Other Names*						
National Insurance No*		OR NASS No				
Email:*						
Contact Tel number:*		Your date of birth*				
Home Address*				Postcode*		

Write below the details of each dependent child living with you and in full time attendance at a Bedford Borough school. *

Surname	Other names	Date of birth	Name of school	Relationship to applicant

Your child may be able to get free school meals if you get any of the following: ***(Tick the box to indicate which benefit you receive.)***

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Declaration I have read the information overleaf and agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement. I understand that if I give false information I may be prosecuted. I undertake to notify FSM administration IMMEDIATELY if:

- **I change my address**

Signed..... Date.....
(The person making the claim)

NOTE: Incomplete forms will result in unnecessary delays

3 ways to complete and return the form

1. Complete and return to your child's school

2. Post to:

Free School Meals Officer, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

3. Email to : FSM@bedford.gov.uk

Free School meals officer contact number: 01234 228948

Important: We cannot refund the cost of any school meals taken before you make this application.

Please continue to pay for school meals or provide a packed lunch until your entitlement has been confirmed by the school.

We will contact your child's school as soon as we have been able to confirm your entitlement. This may be on the same day as your application.

If you are not contacted by the school or the free school meals administrator within three weeks of the application you can assume your application is unsuccessful.

We will check that you meet the qualifying criteria. Data provided by the Department for Education and collected from the Department for Work and Pensions, the Home Office and HM Revenue and Customs will be accessed to do this.

Registering your child for FSM will also attract Pupil Premium funding for the school. Although it is recommended your child eat the meal, this is optional – you should register regardless of whether they want a meal.

Did you know ... just registering your child for Free School Meals means that the school will get extra money?

Register now to make sure they don't miss out

The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'.

The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Data Protection Act Personal information that you have provided will be used carefully and may be held on computer systems at the school and in the Children's Services Department. These uses of personal information are covered by registration under data protection legislation. Under this legislation you have the right to obtain a copy of the information we hold about you.