



**APPLICATION - FREE SCHOOL MEALS**

Please post this form to:  
**Client Services, Marlborough House**  
**38 Welford Road, Leicester, LE2 7AA**

For any queries relating to this form, please telephone  
 0116 252 7865 or e-mail education.fsm@leicester.gov.uk

**FOR OFFICE USE ONLY**

Completed:  
 ECS outcome:  
 Relationship checked:  
 Valid until:  
 Initials:

<u><b>YOUR OWN DETAILS</b></u>		<b>PLEASE WRITE CLEARLY IN CAPITAL LETTERS</b>			
<b>Your title: (Mr/Mrs/Miss/Ms/Other)</b>					
<b>Your first name:</b>					
<b>Your last name:</b>					
<b>Your date of birth: (dd/mm/yyyy)</b>					
<b>Your current home address:</b>					
<b>Your post code:</b>			<b>Telephone number:</b>		
<b>Your National Insurance Number:</b>					
<b>NASS Reference number:</b> (Asylum seekers only)					
<b>Relationship to the child/ren you are claiming for:</b> Mother/Father/Other – please specify:					

<u><b>DETAILS OF THE CHILDREN YOU ARE CLAIMING FOR</b></u>						
Child's full name	Boy/ Girl	Child's Date of birth DD MM YYYY			What is the name of the school that this child attends?	Does this child live with you?
<i>e.g. Andrew Marr</i>	<i>Boy</i>	<i>01</i>	<i>02</i>	<i>2001</i>	<i>Mellor Primary School</i>	<i>Yes</i>

**Declaration and Authorisation**

I declare that the information given above is full and correct. I will inform you immediately if any of the information changes and agree to repay, on request and without delay, the cost of any meals supplied outside my period of eligibility. I agree that the Council may, at any time, request information from other agencies, including electronic checks of benefits entitlement via the Department for Education Eligibility Checking Service, solely for the purpose of assessing my entitlement to free school meals, and this will be held on a computer database in accordance with the Data Protection Act 1998.

I hereby authorise the Council to undertake such checks as are deemed necessary at any time to confirm my continuing entitlement. I understand that I may be prosecuted if I have given false information or withheld any relevant information.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

To qualify for Free School Meals, you must be in receipt of one of the benefits below. Please only complete this application form if you are currently claiming one of these benefits.

**You may qualify for Free School Meals if:**

- You receive Child Tax Credits (but not Working Tax Credit) and your gross annual family income is less than £16,190.

**Please note that you will not qualify for Free School Meals if anyone in the household is entitled to Working Tax Credit.**

- You receive Income support.
- You receive Income Based Jobseekers Allowance.  
(Contributions Based Jobseekers allowance is not a qualifying benefit.)
- You receive Income Related Employment and Support Allowance (ESA).
- You receive a Guaranteed Element of State Pension Credit.
- You are an Asylum Seeker and receive support from the National Asylum Support Service (NASS).

**Please note:**

- **You do not need to renew your application each year.** Once we issue a free school meal voucher, it remains valid until your child leaves school unless your circumstances change and you no longer meet the qualifying criteria.
- You do not need to send any proof of benefits to us at this stage. If we do need to see any evidence at any time, we will contact you.
- Claims can only be processed upon receipt of a fully completed valid application form, and cannot be backdated.
- Please ensure that you sign the form before sending it to us.
- Pupils who are in foster care are not entitled to free school meals if their foster parents are paid a fostering allowance that covers the child's food costs.