

# Universal Infant Free School Meals

## How you can help your school and your child

### Don't let them miss out on Pupil Premium Funding

From September 2014 ALL infant children, those in reception, year 1 and Year 2, will be entitled to free school meals. However, if your child would have been entitled to free school meals under the old system because you are receiving qualifying benefits, the government will give your school a **Pupil Premium of £1,300**. But for the school and your child to benefit from this money we need to know that you are receiving a qualifying benefit. If you are, please let us know by completing the form below.

- For your child's school to receive the Pupil Premium you must be in receipt of one of the benefits listed below.
- Use this form if your child **attends school within Wiltshire, on a full-time basis**. If you live in Wiltshire, but your child attends a school in another Local Authority area (e.g. Somerset, Hampshire or Swindon), you should apply via that Local Authority.
- We are now able to check entitlement via a secure government website, which links to your benefit providers. However, if the eligibility checking service (ECS) has not been able to verify your entitlement, we will then need to contact you to ask for evidence to show you are currently in receipt of one of the eligible benefits.
- If you are currently also applying for free school meals for an older brother or sister (in the junior or secondary education), your infant child can be included with them on the standard free school meal application form. In that case you do not need to bother to complete this form.

I confirm that I am currently in receipt of one, or more, of the benefits below. Please tick the box(es) to indicate which benefit(s) you are currently in receipt of. Without this information we cannot process this claim.

<input type="checkbox"/>	<b>Income Support</b>
<input type="checkbox"/>	income-based <b>Job Seekers Allowance</b> (NOT contribution based JSA)
<input type="checkbox"/>	income-related <b>Employment and Support Allowance</b> (NOT contribution based ESA)
<input type="checkbox"/>	support under <b>Part VI of the Immigration and Asylum Act 1999</b> - National Asylum Seekers Support (NASS)
<input type="checkbox"/>	the guarantee element of <b>State Pension Credit</b>
<input type="checkbox"/>	<b>Child Tax Credit</b> (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012))
<input type="checkbox"/>	<b>Working Tax Credit 'run-on'</b> - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
<input type="checkbox"/>	<b>Universal Credit</b> (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

**If you currently receive Working Tax Credit (other than the 'run-on') you are not eligible to claim.**

**Please turn over**

**Applicants details (Parent/Carer)** please complete **all sections** as clearly as possible

<b>Mr/Mrs/Miss/Ms</b>									
<b>Legal First Name</b>									
<b>Legal Surname*</b>									
<b>Address</b>							<b>Post Code</b>		
<b>Date of Birth*</b>				<b>Telephone Number</b>					
				<b>Mobile Number</b>					
<b>National Insurance Number or NASS Number*</b> (this can be found on your benefit letter or tax credit)									

**\* We cannot process your application without these**

Please complete details below for **ALL Infant children** that you wish to claim for in respect of Pupil Premium (they may go to different Wiltshire schools).

<b>Legal First Name</b>	<b>Legal Surname</b>	<b>Date of Birth</b>	<b>Male or Female</b>	<b>School Attended</b>	<b>Your relationship to the child</b>

I sign to certify that the information I have given is correct and I understand it is fraudulent to give false information.

I agree that you will use the information provided to assess the eligibility of my child’s school to receive Pupil Premium in respect of my child. I understand this information may be shared with organisations you work with to provide services to me.

We will keep and use your personal information in line with the requirements of the General Data Protection Regulations 2016. Please see below our privacy notice which explains with whom we are obliged to share your data with.

**Signed**.....**Date**.....

**The completed form can be returned to your child’s school. They will forward it to us on your behalf. If you prefer, you can send it direct to:**

**Free School Meals, Revenues and Benefits, Wiltshire Council, County Hall,  
Trowbridge, Wiltshire BA14 8JN**

**(Tel) 01225 713780 - (Fax) 01225 713812 - (Email) fsm@wiltshire.gov.uk  
(Web) www.wiltshire.gov.uk/freeschoolmeals**

## Privacy Notice

Wiltshire Council will keep and use your personal information in line with the requirements of the General Data Protection Regulations 2016 and we are the data controller for the information provided on this form.

The Council's Data Protection Office can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

The information you have provided to the Council will be used by the Benefits Department to determine entitlement to Free School Meals in conjunction with other welfare benefits that the council administers. Information will only be shared among officers and other agencies where it is necessary and lawful. We will not share your data with any other third parties unless we are required or permitted to do so by law.

We may use the information you have provided on this form within this Authority for the prevention and detection of fraud. We may also share this information with other bodies administering or in receipt of public funds, such as HM Revenues and Customs.

The Council participates in data matching exercises through the National Fraud Initiative. These exercises match the data held by the Council with that of other agencies, including other local authorities and government departments to:

- Prevent or detect benefit fraud or any other crime;
- Support national fraud initiatives; and
- Protect public funds

For more information about how your personal data is used, including your rights as a data subject, please see our privacy notice at <http://www.wiltshire.gov.uk/benefits-privacy-benefits>