

# Application for Free School Meals/ Pupil Premium Funding



Cambridgeshire  
County Council

Dear Parent/Guardian

The County Council asks all families who are eligible for Free School Meals (FSM) to put in an application because even if you do not want the free meal your school will get valuable additional funding, called the Pupil Premium (see over for more details). We are sending this letter to all parents for two reasons. First, from September, all Reception/KS1 children will be receiving a free meal as part of the government's Universal Infants FSM Programme but unless eligible families apply the school will not get the Pupil Premium funding. Second, we are not told who is eligible to apply but we do know that 20% of children in Cambridgeshire are currently missing out. If you would like help with this form, please ask your school or contact us.

Thank you *Keith Grimwade* Keith Grimwade Service Director: Learning

**Please complete all sections of this form using black ink and BLOCK CAPITALS**

## 1. PARENT/GUARDIAN DETAILS

Title	
Surname/Family name	
First name	
Date of birth	
National Insurance number	
Day time telephone number	
Email address	
Parent/Guardian's current address	
Relationship to child/Children	

## 2. CHILD/CHILDREN'S DETAILS (Please include all children who are aged 4-19, do not include children you are fostering)

* Surname:	* First name:	*Date of birth:	* School:
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## 3. FAMILY INCOME AND BENEFIT DETAILS

<b>*Please <input checked="" type="checkbox"/> the corresponding benefit you are receiving</b>			
Income Support	<input type="checkbox"/>	<b>Income Based</b> Job Seekers allowance	<input type="checkbox"/>
<b>Income</b> Related Employment Support Allowance	<input type="checkbox"/>	Guarantee element of State Pension Credit	<input type="checkbox"/>
Child Tax Credit with an annual income less than £16,190	<input type="checkbox"/>	Support under part VI of the Immigration & Asylum Act 1999	<input type="checkbox"/>

*Families in receipt of Working Tax Credit are not eligible for Pupil Premium. For more information see back of the form. Please tick this box if you are entitled to Working Tax Credit*

'I understand that my information is being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim. I agree to notify the council in writing of any change in circumstance which could affect my child/children's entitlement to receive a free government funded school meal. I give permission for the Education Welfare Benefits team to do periodic checks using the secure benefit checking systems to confirm my continued receipt of qualifying benefits.

\*Signed: \_\_\_\_\_

\*Date: \_\_\_\_\_

## FREE SCHOOL MEALS (FSM) AND PUPIL PREMIUM (PP)

### What is Pupil Premium?

Pupil Premium is additional funding given to schools to help raise the attainment of pupils. It is paid to schools according to the number of pupils who have been: Registered as eligible for free school meals at any point in the last 6 years and been in care for 6 months or longer. In the financial year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015, pupil premium funding will be:

- £1,300 for each eligible primary aged pupil
- £935 for each eligible secondary aged pupil and
- £1,900 for those in care

### How is Pupil Premium used?

The funding can be used for a range of interventions including: help with costs of school trips, music fees, teaching assistant staff, after school programmes, equipment. To find out more about how this funding is used at your child's school, please contact the school or visit the school website.

### Who is eligible for Free School Meals and Pupil Premium?

All children who are at school; and were under 19 at the start of the academic year; and are claiming or have parents who are claiming:

- Income support; or
- Income Based Job Seekers Allowance; or
- Income Related Employment and Support Allowance (this benefit was introduced from 27 October 2008); or
- Child Tax Credit, but who are **not** entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16,190; or
- Support under part VI of the Immigration & asylum Act 1999; or
- Guarantee element of State Pension Credit

Note:

- Families in receipt of Working Tax Credit are not eligible for Free School Meals and Pupil Premium.
- From 1 May 2009 those entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, are entitled to Free School Meals.
- The PP will only be awarded to your school if you apply for FSM, however, please note your child is not required to have the FSM if they prefer not to.
- Children at a maintained Nursery must be attending both the morning and afternoon session on the same day to qualify. For more information on which Nurseries are maintained please contact the EWB team.

### When do I apply?

Please apply as soon as you become eligible under the above criteria. We will write to you to confirm entitlement has started and will continue to check your entitlement via our secure electronic checking system.

### Our commitment to you

We shall process your claim within 3 working days of receiving a valid application form and advise you and your child's school of his/her entitlement to FSM and PP.

### Sending your application

Please complete and return this form in any one of the following ways:

- Post to: Education Welfare Benefits Service, Box Number CC1206, Castle Court, Shire Hall, Cambridge, CB3 0AP
- Fax to: 01223 727941
- Scan and email to: [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)
- Return to school in a sealed envelope who will then send it to us to process