

# Free School Meals Application Form

(please do not complete this form if you live outside Kirklees Council)



**There is some important information for you to read on the back page of this form**

Parent/Carer details			
1.	Your last name Mr/Mrs/Miss/Ms	Your first and middle names	Your date of birth
	Your address	Telephone number (home)	
		Telephone number (mobile)	
		Your relationship to the child(ren)	
	Post code:	Your National Insurance Number or NASS reference number	
2.	Your husband/wife/partners full name	National Insurance Number	Date of birth
3.	Please tell us your last address if you have moved in the last 12 months:		

Your dependent children's details			
4.	Please give details of each dependent child who is in full-time education and is living at home and is: (a) under 5; (b) under school leaving age; (c) in full-time education attending a school sixth-form		
	Full name of your child/ren	Date of birth	Name of the school they attend
			<b>For Office Use</b>
1.			
2.			
3.			
4.			
5.			
6.			
5.	Do you receive <b>Income Support</b> ?	YES/NO	
	Do you receive <b>Income Based Job Seekers Allowance</b> ?	YES/NO	
	Do you receive <b>Income Related Employment and Support Allowance</b>	YES/NO	
	Do you receive <b>Child Tax Credit</b> , but are <b>not entitled to Working Tax Credit</b> and your annual income (as assessed by Her Majesty's Revenue and Customs) is less than £16,190? YES/NO		
	Do you receive <b>Support under Part V1 of the Immigration and Asylum Act 1999</b> ?	YES/NO	
	Do you receive <b>Guarantee element of State Pension Credit</b> ?	YES/NO	
6	I certify that the information given on this form is correct to the best of my knowledge and belief and <b>I will notify the Council immediately of any changes in my circumstances.</b> I understand that the council may check with the Department for Work and Pensions (DWP) and/or Her Majesty's Revenue and Customs regarding my benefits as set out on this form. We may need to use this information for enquiries under Section 29.3 of the Data Protection Act – amended 1998 – Detection and Prevention of a crime. Signature of parent/guardian.....Date.....		

For office use			
From	To	Assessed by:	Checked by:
			Input by & Date:

**Important information for you to read before you fill in this form**

If you receive one of these benefits you will be able to apply for free school meals

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, but are **not entitled to Working Tax Credit** and your annual income (as assessed by Her Majesty's Revenue and Customs) is less than £16,190
- Support under Part V1 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

Your child must

- Be in full-time education and under 19 years of age to be able to get free school meals
- And attend a Local Authority School or sixth form

If your child attends a nursery school, a private school or a college, they will not get free school meals.

If your child attends Heckmondwike Grammar School you need to apply directly to the school for their Free School Meal.

If you want to apply for free school meals please complete page 1 of this form and bring or post it to the Attendance & Pupil Support Service (address at bottom of page).

We are now able to check entitlement to free school meals (FSMs) via a secure government website which links to your benefit providers. It will tell us if you are eligible for FSMs or not, but does not provide us with any other information. However, if the eligibility checking service (ECS) has not been able to verify your entitlement (there can be various reasons for this), then we will need to contact you and ask you to provide current proof of benefit. So it is important that you put a contact telephone number on this form.

**If you stop receiving any of the benefits mentioned above or you change your address, you must inform the Attendance & Pupil Support Service immediately**

### If you need to ask us anything you can contact us at:

#### **Attendance & Pupil Support Service**

Kirklees Information Point  
Civic Centre 1 North (Ground Floor)  
High Street  
Huddersfield  
HD1 2NF

Opening hours:  
Monday – Friday 9:00am –5:00pm

Tel: 01484 221919

**Huddersfield Area (South Kirklees)**

#### **Kirklees Information Point**

Dewsbury Town Hall  
Wakefield Old Road,  
Dewsbury  
WF12 8DQ

Opening hours:  
Mon-Fri 9:00am - 5:00pm

Tel: 01924 326004/5

**Dews/Mirfield/Batley/Spennethorpe/Heck Areas (North Kirklees)**