

APPLICATION FORM FOR FREE SCHOOL MEALS

(revised September 2012)

Please complete this form in **BLOCK CAPITALS** and return with your supporting documents in a confidential envelope to the Cavendish School for the attention of the Attendance and Student Welfare Team. Telephone 01323 746508 studentwelfare@cavendish.e-sussex.sch.uk If you have any queries or require assistance please contact us.

Claimant: Parent or Carer details			
Surname		Title: Mr/Mrs/Ms	
First names			
Relationship to student			
National Insurance Number			
Date of Birth			
Telephone Number			
Email address			
Home address			
Postcode			

Details of ALL CAVENDISH SCHOOL CHILDREN for whom you wish to claim free school meals					
Surname	First name	Gender	Tutor Group	Date of Birth	Part / full time

I certify that the information given is correct and I will inform the **Cavendish School Attendance and Student Welfare Team** of any changes in my circumstances that may affect my claim, for example, change of qualifying benefit. I understand it is fraudulent to give false information. **I agree** that you will use the information I have provided to process my claim for free school meals and may contact other sources as allowed by the law to verify my initial and ongoing entitlement.

Claimant Signature:		Date:	
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Data Protection: Personal information that you have provided will be used carefully and confidentially and may be held securely on computer systems at the school. 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 information we hold about you.

Please complete the next section on Proof of Benefit

PROOF OF BENEFIT TO SUPPORT APPLICATION FOR FREE SCHOOL MEALS

Please provide paper evidence that you receive at least one of the following benefits:

For the first three benefits listed, you can have this section stamped by the Job Centre or you can provide a copy of your most recent letter detailing current receipt of one of these benefits.

	✓	For Job Centre staff only: I confirm that the applicant receives the following qualifying benefit: (please stamp)
Income Support		
Income Based Jobseeker's Allowance		
Income-related Employment and Support Allowance		
		✓
Child Tax Credit provided you are not receiving Working Tax Credit and your annual household income (as assessed by HM Revenue and Customs) does not exceed £16,190 . You will need to provide the original Tax Credit Award Notice (TC602) for the current financial year.		
Guarantee element of State Pension Credit You will need to provide the current award notice. A pension book will not be accepted as proof of benefit.		
Support under Part V1 of the Immigration and Asylum Act 1999 You will need to provide a letter from NASS (National Asylum Support Service) to confirm you are receiving support. Please ensure your NASS number is on this letter.		

School use only:	Date processed	Signatures
I confirm that the information has been checked against evidence which has been photocopied and attached to this form and will be filed confidentially and securely.		Attendance & Student Welfare Team:
I confirm I have checked this form and evidence provided.		Finance Team:
Date Parent/Carer advised and set up on school system for free meals		
Review Date: (6 months)		