



# Application Form Free School Lunches

**Commissioning  
Economy &  
Attainment**

Business Support Unit  
Swindon Borough Council  
Wat Tyler House  
Beckhampton Street  
Swindon, SN1 2JH  
Tel: 01793 445500  
Email: schoollunches@swindon.gov.uk

From September 2014, the entitlement for free school meals is changing. All children in Reception, Year 1 & 2 will be automatically eligible for a free school meal.

If your child is in Year 3 or above, they may still be entitled to a free school meal if you are in receipt of one of the following benefits and allowances listed below.

In order to claim your free school meal entitlement you must complete this form.

**Claiming free school meals also provides additional funding for your school which can help to fund more resources for your children**

**Parents / carers may be entitled to Free School Lunches if they are in receipt of one of the following**

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

**Section A – Claimants Details**

<b>National Insurance Number of Claimant</b>	
<b>Claimant's Date of Birth</b>	
<b>Full Name of Parent/Carer</b>	
<b>Home Address (including postcode)</b>	
<b>Telephone Number</b>	
<b>Relationship to pupils (e.g. mother/father/carers etc)</b>	
<b>If you are applying under Part VI of the Immigration &amp; Asylum Act 1999, please provide your NASS reference number</b>	

**Section B – Children's Details** (please list below all children in attendance at school or other educational establishment)

Last Name	First Name	M/F	Date of Birth	Name of School	Has the child started at the school?

**Section C – To be completed by the Department for Work and Pensions (DWP) (only)**

If you do not have any documentary evidence, you may ask the Department for Works and Pensions (DWP) to complete this section. If you are not required to complete this section, please move to Section D below

I certify that the applicant Mr / Mrs / Miss / Ms / Other \_\_\_\_\_

National Insurance number  
is currently in receipt of

- (a) Income Support
- (b) Income Based Job Seekers Allowance

Signature of DWP \_\_\_\_\_

Date \_\_\_\_\_

**Section D – Claimant’s Signature**

- I certify that the information given on this application form is correct to the best of my knowledge and belief.
- I undertake to notify Swindon Borough Council immediately of any change in the payment of benefit
- I understand that regular checks will be made by Swindon Borough Council to determine my continuing eligibility to claim free school meals and I may be written to, in order to ask for evidence of qualifying benefits at a later time.
- I understand that my entitlement will be withdrawn if I cease to claim a qualifying benefit.



**Data Protection Act 1998**

The information you provide will be used to establish whether you are entitled to free school meals for your child and will be shared with the Admissions Team, the Revenue and Benefits department and the school which your child is attending, for the purposes of allocating your child a free school meal.

Signature of claimant		Date	
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**You can also apply online at <http://www.swindon.gov.uk/freeschoolmeals>.**

Should you require this form in a different language or format (e.g. large print, Braille or other accessible formats) please contact the Customer Services Department. It can be produced in a range of languages and formats (such as large print, Braille or other accessible formats) by contacting the Customer Services Department

Tel: 01793 463725  
Fax: 01793 463982