

REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to Revenues, Luton Borough Council, Town Hall, George Street, Luton LU1 2BQ.

ABOUT YOUR CHILD/CHILDREN

Child's Surname	Child's First Name	Gender	Child's Date of Birth			Name of School	Year Group
			DD	MM	YYYY		
			DD	MM	YYYY		
			DD	MM	YYYY		
			DD	MM	YYYY		

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Title eg Mr/Mrs																				
Surname																				
First Name																				
Date of Birth	DD			MM			YYYY				DD			MM			YYYY			
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/			/							/			/				
Daytime Telephone Number																				
Mobile Number																				
Address																				
	Postcode:										Postcode:									

Please complete Page 2.

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes

No

If you have ticked **yes**, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you have ticked **no**, please tick the boxes below next to all that apply. (For example, if you receive Income Support, tick the box next to Income Support)

If you receive...

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (**with NO Working Tax Credit**) with an annual income of no more than £16,190
- Universal Credit.

Please note if you are in receipt of Working TAX Credit, you do not qualify for Free School Meals, even if your annual income is below £16,190

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:.....

About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.