

Free School Meals Application Form



Please do not complete this form if you live outside Kirklees Council. If you are a Bradford resident and your child is attending a Kirklees School please contact us to confirm this is the correct form to complete.

There is more 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)	Your relationship to the child(ren)
			Telephone number (mobile)	
	Post code:		Your National Insurance Number or NASS reference number	
2.	Your husband/wife/partner's 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	For Office Use
	1.			
	2.			
	3.			
	4.			
	5.			
6.				
5.	Do you receive Income Support ?			YES/NO
	Do you receive Income Based Job Seekers Allowance ?			YES/NO
	Do you receive Income Related Employment and Support Allowance			YES/NO
	Do you receive 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? YES/NO			
	Do you receive Support under Part V1 of the Immigration and Asylum Act 1999 ?			YES/NO
	Do you receive Guarantee element of State Pension Credit ?			YES/NO
6.	<p>I certify that the information given on this form is correct to the best of my knowledge and belief and I will notify the Council immediately of any changes in my circumstances. 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. I understand that Housing Benefit and Council Tax Benefit records may also be checked in order to confirm entitlement to free school meals.</p> <p>Signature of parent/carers..... Date.....</p>			

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 Free School Meals Service (address at bottom of page).

We are now able to check entitlement to free school meals via a secure government website which links to your benefit providers. It will tell us if you are eligible for free school meals or not, but does not provide us with any other information. However, if the eligibility checking service 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 Free School Meals Service immediately

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

Huddersfield Customer Service Centre

Civic Centre 1
High Street
Huddersfield
HD1 2NF

Opening hours:
Monday to Friday, 9am – 5pm

Tel: 01484 221928

Dewsbury Customer Service Centre

The Walsh Building
Town Hall Way
Dewsbury
WF12 8EE

Opening hours:
Monday to Friday, 9am - 5pm

Tel: 01484 221928