



Wednesday 28th September 2022

Dear Parents and Carers,

Re: Free school meal eligibility and registration

Please note that the return of this form, is urgent and impacts on our school funding. All returns need to be sent to us and processed by Friday 30th September, so that we can check eligibility for free school meals, in time for our census day, next week – this may also impact on our breakfast club funding streams.

A healthy diet helps pupils learn and establishes healthy habits for life. The school offers healthy eating options through our free school meals, available to any family in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering not only provides your child with free healthy meals every lunchtime, but also raises an additional £1,385 per primary pupil, or £985 per secondary pupil, for the school from the government. This money is used by the school to offer pupils invaluable additional support and to fund after-school activities. Further eligibility includes but may not be limited to children of:

- Zambrano carers
- families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
- families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction
- a subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999
- Chen carers
- families holding a [BN\(O\) passport](#)
- spousal visa holders
- work visa holders
- student visa holders
- those with no immigration status

The maximum income threshold differs based on your location and the number of children that your family has. To check whether your child/ren is eligible, please complete the form overleaf and return to the school by Friday 30th September. **If you are unsure whether you are eligible – please complete the form regardless, and this will enable us to check.** If you have any questions, or need help completing this form please contact Miss Hall or Miss Thompson, at either school. **Please complete 1 form per household per school (i.e. if you have a child in the infants and a child in the juniors, please complete 2 forms - if you have 2 children in one school, please complete 1 form).** Thank you for your support and for helping to make sure the school receives as much funding as possible to give every pupil the support and education they deserve.

Yours sincerely,

St. Joseph's.

St. Joseph's Catholic Infant School
Mitchell Street
Birtley
Chester-le-Street
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Email: birtleystjosephscatholicinfantschool@gateshead.gov.uk
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ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1																Parent/Guardian 2															
Last name																																
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:															



FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box. ☐

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year?
(Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes ☐ No ☐ Unsure ☐

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes ☐ No ☐ Unsure ☐

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box. ☐

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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:.....

Thank you for completing this form and helping to make sure your child's school is as well funded 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 pupils 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. You should contact the school or local authority if you have a change in financial circumstances.

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.