

FOR OFFICIAL USE ONLY	
Outcome	
Date	
Checked by	
Household ID	



## 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 all sections of the form below and return this to the school or direct to the Pupil Access Team at the Area Education Office for the area where you live – see details overleaf.

**Can you confirm that your annual household income is under £16,190 per year and that you are not entitled, or have an underlying entitlement, to Working Tax Credit?**

If so, please tick this box:

Please **ONLY** complete this form if you have ticked the box above.

1. PARENT / GUARDIAN DETAILS – these should be the details relating to the person who is claiming the benefits and where the pupil resides.						
	Parent / Guardian 1			Parent / Guardian 2		
Title						
First name						
Last name						
Date of birth	DD	MM	YYYY	DD	MM	YYYY
Relationship to pupil						
National Insurance Number*						
National Asylum Support Service (NASS) Number*		/			/	
Daytime telephone number						
Mobile number						
Email address						
Address						
	Postcode:			Postcode:		
Previous address if you have moved in the last year						
	Postcode:			Postcode:		

\* Complete as appropriate

2. CHILD / CHILDREN DETAILS					
Child's last name	Child's first name	Date of birth	Male / Female	Name of school attending	Year Group

**3. FAMILY INCOME AND BENEFIT DETAILS**

Please indicate which benefit you are currently in receipt of:

Income Support

Income-Based Jobseekers' Allowance

Income-Related Employment and Support Allowance

Child Tax Credit, **not entitled to Working Tax Credit** and household income less than £16190

Support under part VI of the Immigration and Asylum Act 1999

Guarantee element of state pension Credit

Universal Credit

Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

**Applicants in receipt of the above benefits or credits may be required to enclose proof. You will be contacted should further information be needed.**

**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 Pupil Premium funding. 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:** \_\_\_\_\_

CONTACT DETAILS FOR PUPIL ACCESS TEAM AREA EDUCATION OFFICES		
NORTH AREA Lancaster, Wyre & The Fylde	SOUTH AREA Preston, South Ribble, West Lancashire & Chorley	EAST AREA Burnley, Hyndburn / Ribble Valley, Pendle, Rossendale
Area Education Office Mill 14, White Cross Quarry Road Lancaster LA1 3SE  (01524) 581207	Pupil Access Team South Level 1 Christ Church Precinct County Hall Preston PR1 8XJ  01772) 531809	Area Education Office 44 Union Street Accrington BB5 1PL  <i>If you live in ...</i> Ribble Valley (01254) 220714 & 220717 Hyndburn (01254) 220714 & 220717 Burnley (01254) 220708 & 220710 Pendle (01254) 220709 & 220715 Rossendale (01254) 220711 & 220714