

**Revenues and Benefits Services**

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Stuart Booth  
**Director of Finance**

**Name and Address:**

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Contact: Benefits Office

**Free School Meals Application Form For Pupil Premium**  
**Claim Extra Money For Your Child's School**

From September 2014 all children who are in reception, year 1 or year 2 in a state funded school will be offered free school meals. This means that you do not have to apply for the actual meal.

However, if you receive a qualifying welfare benefit (see the qualifying conditions below) and your children receive an education at a school maintained by the local authority you can help the school get extra government funding. This is known as a Pupil Premium Payment and helps the school provide extra tuition, learning assistants, after school clubs etc.

To obtain this payment for your child's school, please complete the form below and return it to us as soon as possible.

Note : This applies whether or not the qualifying child actually takes free meals at the school.

<b>1. QUALIFYING CONDITIONS?</b>	Free School Meals are provided for school children if either themselves or their parent or guardian have been granted;	
- Income Support	- Child Tax Credit and a gross annual income that does not exceed £16,190 (2014/2015). Please note that you will not qualify for Free School Meals if you receive Working Tax Credit (unless your claim is within the 4 week run on period).	- Pension Credit Guaranteed Credit
- Income Based Jobseeker's Allowance		- Asylum Seeker Status
- Income Related Employment and Support Allowance		

**2. ABOUT YOURSELF** List your details below and those of your partner (if appropriate)

	Surname	Forename(s)	Date of Birth	National Insurance Number			
Applicant							
Partner							

### 3. ASYLUM SEEKERS STATUS

Relevant Home Office or NASS documentation that confirms your Asylum Seeker status. We require your nine digit NASS reference number e.g. 11/22/33333, which confirms that you are entitled to support.

Full Name	Date of Birth	Nine Digit NASS Reference Number								

### 4. YOUR CHILDREN

List below the children for whom you are claiming Free School Meals

Child's Full Name	Date of Birth	Full Name of School Attending	Start Date

### 5. DECLARATION

I declare that the information given on the form is correct and complete. I shall notify the Benefits Service immediately if I stop claiming Income Support, Income Based Jobseekers Allowance, Income Related Employment and Support Allowance, Pension Credit Guarantee Credit, Child Tax Credit or if my child/children change school.

Applicant's Signature		Date	
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Should you have any further enquiries regarding your claim please do not hesitate to contact this office by telephoning **01709 336065** or in person at the Customer Services Section. As an alternative you can e-mail **benefits@rotherham.gov.uk** or write to the address at the top of this letter. For more information about benefits and useful forms and downloads visit our website at **www.rotherham.gov.uk**. Please select the Advice and Benefits section. Useful information about state benefits and related issues can be found at **www.direct.gov.uk**

We can contact you by SMS text but we cannot accept text messages from you at present. We can also contact you via e-mail. If you would like to receive texts and/or e-mails please supply a mobile telephone number and/or an e-mail address.

Mobile Number:	Texts: Yes / No (please indicate preference)
E-mail Address:	

Yours sincerely

**Mr Cutts**

**Service & Development Manager  
For Director of Finance**