

## APPLICATION FORM FOR FREE SCHOOL MEALS & HARRIS ACADEMY UNIFORM GRANT

We want to make sure that we provide your child/children with the best education and support we can. Free School Meals and a Harris Academy Uniform Grant are available to all students whose parents/carers receive specified benefits.

Free school meals will be provided to all students for whom a claim has been accepted and will be provided as soon as the application has been approved.

Approval of a free school meal claim will also entitle families to a Harris Academy Uniform Grant of £60 per annum, per student.

Your child/children will be eligible for free school meals if you are in receipt of one of the following benefits:

If you receive any of the benefits below, please place a X in the box.

- ☐ *Universal Credit with an annual net earned income of **no more than £7,400***
- ☐ *Child Tax Credit (**with no Working Tax Credit**) with an annual gross income of no more than £16,190*
- ☐ *Working Tax Credit run-on (paid for the four weeks after you stop qualifying for working Tax Credit)*
- ☐ *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*

You do not need to provide evidence of your benefit when you submit your application form.

We will check your entitlement to a free school meal using the Department for Education's Eligibility Checking Service. You must ensure, however, that all the details you provide on the form are **accurate and clearly written**. Occasionally we might write to you for further information or to request certain evidence.

If your application is successful, your child will continue to receive free school meals until March 2022, even if your circumstances change, while the Department for Education rolls out Universal Credit. Once Universal Credit is fully rolled out, your child will keep their free school meal entitlement until the end of their current phase of education. i.e. primary or secondary.

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.

The information you provide will be used by the Council to process your application, to populate our database and ensure efficient checking and authorisation in accordance with Free School Meal legislation.

To check if your child/children are eligible for free school meals, we need information about you and your child. Please complete this form clearly using BLOCK CAPITALS and return to the school as soon as possible.

**PARENT/CARER DETAILS:** *If two people maintain a household, details are required from **BOTH** people. This form must be completed and signed by the person(s) receiving the benefits stated overleaf. Applications must only be made for children IN YOUR ACTUAL CUSTODY who are included in the parents'/guardians' Child Benefit/Child Tax Credit/Universal Credit payments.*

**PARENT/CARER 1:**

Surname	<input type="text"/>
First Name	<input type="text"/>
National Insurance No.	<input type="text"/>
Date of Birth (DD/MM/YYYY)	<input type="text"/>
NASS Reference (if applicable)	<input type="text"/>

**PARTNER/CARER 2:**

Surname	<input type="text"/>
First Name	<input type="text"/>
National Insurance No.	<input type="text"/>
Date of Birth (DD/MM/YYYY)	<input type="text"/>
NASS Reference (if applicable)	<input type="text"/>

Address:

Postcode:

Telephone No.

Email:

Child's Surname	Child's First Name	Date of Birth (DD/MM/YYYY)

☐ Please tick if you are in receipt of Universal Credit and your net family income earned is over **£7,400 per year?** (Your net income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive)

☐ Please tick if you are in receipt of Child Tax Credit and your joint gross annual income is over **£16,190 per year?** (Your joint gross income is your household income before taxes are considered)

## Uniform Grant

☐ Please tick if you would also like to receive the Uniform Grant and attach proof of purchase to the form. Payment will be made by BACS up to a maximum of £60.

**Account Details:** Please give details of your bank or building society account into which you require the uniform allowance to be paid. The account must be able to accept payment by BACS. Payment cannot be made to a Post Office account or to an account which does not include your name. Incorrect bank or building society sort code or account details may prevent payment.

**Bank/Building Society Name:** .....

**Account Holder's Name:** .....

**Sort Code:** ..... **Account Number:** .....

## Declaration to be signed by both Parent(s)/Carer(s), as applicable

- I certify that the information I have given on this form is correct to the best of my knowledge and belief and the child(ren) named overleaf are in my custody and are included in the payments for Child Benefit/Child Tax Credit/Universal Credit;
- I undertake to notify the Academy if there is any change in circumstances/benefits/address in the knowledge that if I do not do so, I am liable for any loss of entitlement to free school meals or will refund the Academy for any free meals taken after my benefit has ceased;

## Data Protection Statement

The information provided by you to the Academy is required by us to enable us to process your application for Free School Meals/Uniform Grant. Harris Invictus is obliged to comply with the General Data Protection Regulation when processing your personal information.

We will process your personal information on the lawful basis that it is part of our public task to do so. Your personal information may be shared with other Departments/Agencies for the purposes of processing your application, provision of the service/grant/allowance applied for and/or to verify the information provided in your application for fraud prevention purposes.

To the extent that the Academy processes your personal data for the purposes of fraud prevention and such processing falls outside of our public task, the Academy will process your personal data for this purpose on the lawful basis that there is legitimate interest in doing so.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## Notes for Information Free School Meals Application:

**Who is eligible to apply for free school meals/school uniform allowance?** Parent(s)/Guardian(s) whose child/children attends Harris Invictus Academy and who receive one of the following benefits:

- *Income Support;*
- *Income Based Jobseeker's Allowance;*
- *Income Related Employment and Support Allowance;*
- *Guarantee Element of State Pension Credit;*
- *Child Tax Credit or Working Tax Credit with an annual taxable household income of £16,190 or less;*
- *Universal Credit with net household earnings not exceeding £14,000 per year; or where the parent/guardian is an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).*

**Can I apply for free school meals/uniform if I have a fostered child in my care?** No. If you or the foster carer are in receipt of funding you are not eligible to make application for free school meals and uniform allowance.

**Can I apply for free school meals if my child has a Statement of Special Educational Needs and requires a special diet?** Yes.

Can I apply if I am an Asylum Seeker? Yes. You must attach evidence e.g. your Asylum documents such as your Application Registration Card (ARC) or BAIL 201 letter to show that you are supported by the Home Office Asylum Support Assessment Team (ASAT) or evidence from your Key Worker in the Red Cross/Barnardos/Extern, etc. to confirm that you are an Asylum Seeker and that you have applied for support.

**Can free school meals entitlement be backdated?** No. The Meals and Uniform Section requires parents to submit an application for meals and uniform during each school year and meals and uniform will only be awarded after the claim for the relevant school year has been assessed. The Meals and Uniform Section does not accept or process back-dated claims for meals and uniform. Entitlement for eligible claims will be determined after a fully completed application and relevant supporting documentation has been received.

**What are my responsibilities as a parent/guardian?** You must:

- Submit a fully completed application during each school year showing or including proof of benefits/Tax Credits/Universal Credit. The child(ren) applied for must be in your actual custody, included in the payments for Child Benefit / Child Tax Credit / Universal Credit and the name(s) entered as they appear on the Birth Certificate unless legally changed;
- Notify us immediately of any changes in family circumstances or benefit entitlement;
- Provide the correct bank details of the person claiming benefit and ensure that this account can accept payment by BACS. Uniform grants can only be paid into a bank account stating your name.
- Provide the correct ID to cash your crossed cheque (if paid by cheque) at Bank of Ireland (NI), e.g. current full driving licence, valid passport, electoral card, Translink Smart Pass, student ID/registration card or EU or UK National Identity Card;
- Choose the correct postage method for sending your form/other documents.

Payment of a uniform allowance may take up to 6 weeks to process, especially at the start of a new academic year. If you enter bank/building society details on the form, you should check your account for payment. If you provide a valid e-mail address your payment remittance will be sent to you by email.

**Any person wilfully making a false statement in support of this application will be liable to prosecution.**