



**HAVERING STUDENT & PUPIL FINANCE
APPLICATION FORM FOR
FREE SCHOOL MEALS**

DATA PROTECTION ACT, 1998: The information you give on this form may be used by Local Education Authorities for the prevention and detection of fraud. If you knowingly or recklessly provide false information you may lose your entitlement to Free School Meals and face prosecution.

To receive Free School Meals you must be receiving:

Income Support, or **Income-based Jobseeker's Allowance**, or

Child Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £14,495 or

You are being supported by the National Asylum Support Service (NASS), or
You are an **Asylum Seeker** being supported by a Local Authority Social Services Department.

Guarantee element of **State Pension Credit** not exceeding £14,495

PLEASE NOTE: WORKING TAX CREDIT IS NOT AN ENTITLEMENT

How to apply:

- 1) Complete the back of the application form and sign the declaration.**
- 2) Provide proof that your Child Benefit is received** for your child(ren). A letter from the Child Benefit Agency that confirms name and date of birth.
- 3) Provide proof of type of entitlement/benefit** you are receiving. Please attach copy to application form.
- 4) Telephone for further advice** if recent proof is not available.
- 5) Return form to: Student Finance, London Borough of Havering, Public Advice and Service Centre (PASC) ,The Liberty Centre, Romford RM1 3RL**

You can call in at the PASC between 9.00am & 4.45pm Mon-Fri or

Telephone: 01708 433929/53 or

E mail: student.pupilsupport@havering.gov.uk.

Visit our website at: www.havering-learning.org.uk

Personal details of claimant:

1. Surname

2. First Name(s)

3. Date of Birth

4. National Insurance No.

5. Relationship to pupil

6. Address

Postcode

7. Telephone No.

8. Type of entitlement/benefit claimant is receiving (Please note the address on your proof must be the same as the one in your child's school record):

Proof required: A copy of your Income Support letter (under 6 months old) or book – the page that shows your name and address and the page that says you get Income Support. If you are in receipt of Child Tax Credit a copy from the Inland Revenue of form TC602 which shows the calculation of your entitlement (For advice telephone: 0845 300 3900). If you are an Asylum Seeker a letter from the NASS or from the Local Authority Social Services Department confirming they are supporting you.

Please list below the names of each child you are claiming for:

Surname	First name(s)	Date of birth	School	Start date at school

Declaration: the information I have given on this form is complete and accurate to the best of my knowledge and belief. I will tell you immediately if my circumstances change in any way that may effect my entitlement to Free School Meals for my child(ren).

Signature of claimant.....Date.....

For Office Use only:
From.....to.....Assessed by.....