

Please complete this form to apply for free school meals for children who are in year 3 and above.

## Am I eligible for free school meals/pupil premium?

You are eligible if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

## How do I apply?

### Online

Apply online at [www.bristol.gov.uk/fsm](http://www.bristol.gov.uk/fsm) for children in year 3 and above.

- Applying online is quick and easy to do, you will receive notification of your eligibility immediately and there is no risk that your application will get lost in the mail.
- If you are eligible you can begin claiming free school meals the same day.

If you don't have the Internet at home, you can visit your local library or your child's school where the staff may be able to help.

### How to complete a paper form

- Use BLOCK CAPITALS and black ink.
- Complete all information on the following pages.
- Please remember to **sign and date** the form

Return to: **Free School Meals**  
**Bristol City Council (Romney House)**  
**PO Box 3176**  
**Bristol BS3 9FS**

If you have any queries please contact: **0117 903 7990**

Alternatively, you can scan and attach your application to an email. Please send to: [free.school.meals@bristol.gov.uk](mailto:free.school.meals@bristol.gov.uk)

**Please see page 4 for any benefit evidence we may require to support your application**

## Parent or Carer Details

Title:  Forename:

Surname(s):

Date of birth:

National Insurance Number/ or NASS Number:

Relationship to child: Mother  Father  Step parent  Foster parent

Other family member

Home address:

Postcode:

Tel (home):

Tel (work):

Tel (mobile):

Email address:

## Children's Details

UPN Number:  (Contact your child's current school to obtain UPN Number)

Forename:

Surname:

Date of birth:  Gender: male  female

Child's present school:

UPN Number:  (Contact your child's current school to obtain UPN Number)

Forename:

Surname:

Date of birth:  Gender: male  female

Child's present school:

UPN Number:  (Contact your child's current school to obtain UPN Number)

Forename:

Surname:

Date of birth:  Gender: male  female

Child's present school:

## Conditions

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and on-going, entitlement.

I understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I provide within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I authorise the Authority to seek confirmation of the validity of the information provided by me on this form from other central and/or local government bodies, as deemed appropriate by the Authority and hereby consent to the disclosure of any information sought in accordance with the Data Protection Act 1998 having read the Fair Processing Notice on the notes sheet I was given with this form.

I confirm that the information given on this form is correct and I will inform you immediately of any change in circumstances. I understand that any false or misleading information given on this form or failure to disclose relevant information may make this application void and could render me liable to legal proceedings.

I must inform the Free School Meal service of **any** changes to my address or benefit details.

Please note that in agreeing to share these details you have not forfeited your rights as prescribed under the Data Protection Act 1988. The Council will continue to apply the same level of care to safeguard your privacy as we always have done.

Under the Data Protection Act 1998, you can make a formal request for the following information:

- Clarification that your personal data is being processed by the council
- A description and copy of such personal data
- The reasons why such data is being processed
- Details of to whom they are or may be disclosed

If you wish to access information held by the council about you, please email the Data Protection/Freedom of Information Team at [foi@bristol.gov.uk](mailto:foi@bristol.gov.uk) or write to:

**The Data Protection Officer,  
Bristol City Council,  
PO Box 3176  
Bristol  
BS3 9FS**

## Declaration

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I have read the Conditions and I agree that I will advise Bristol City Council of any changes to the information on this form.

**Signed** (parent/carer):

**Date:**

## What happens once I have submitted the application?

Once you have submitted the free school meals application form you will receive a letter notification of your status.

If you submit your application online you will receive immediate notification and will also be notified via email.

The letter will either state that you are eligible for free school meals, or will state that we were unable to confirm your eligibility and now require more information.

## What can I use as evidence in support of my application?

If we are unable to confirm your eligibility you will be sent a benefit enquiry letter. This asks you to provide evidence of the benefits you currently receive in order for us to process your application further. What we will need to see:

<b>Benefit</b>	<b>Evidence Required</b>
Income Support.	An award letter from Jobcentre Plus stating 'Income support' which is less than 3 months old.
Income-based Job Seekers Allowance.	An award letter from Jobcentre Plus stating 'Job Seekers Allowance Income-based' which is less than 3 months old.
Income-related employment and support allowance (this benefit was introduced 27th October 2008).	An award letter from Jobcentre Plus stating 'Employment and support allowance income-related only' which is less than 3 months old.
Support under part VI of the Immigration and Asylum Act 1999.	A copy of a letter from the National Asylum Support Service which can confirm your status.
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs).	A complete copy of your TC602 Revenue & Customs tax credit award notice for the current tax year.
The Guarantee element of State Pension Credit.	A copy of your Pension Credit M1000 Award Notice.