

## APPLICATION FOR FREE SCHOOL MEALS

### Please return to:

Finance Department (M07), London Academy of Excellence Tottenham, Lilywhite House, 780 High Road, N17 0BX. This form should be returned to the school by Friday 17th September 2021. Eligibility will only be backdated to the start of the week the application was received.

**PLEASE READ ALL THE INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM.**

### Who is eligible?

In order to be eligible the parent/carer, or the student in their own right, **MUST** be in receipt of **ONE** of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of 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 - household income must be less than £7,400 a year (after tax and not including any benefits you get)
- If from a previous school the parent was receiving Universal Credit and the student was eligible to receive free school meals, please provide a copy of previous Free School Meal entitlement letters.

### How to Apply

Please complete the form overleaf using **BLOCK CAPITALS**. You should ensure that you have signed the form and post it to the address above or hand it to the School Receptionist or School Office. Unfortunately, any forms that are not signed will be returned to sender and this will lead to a delay in the Free School Meals being given.

### Is Evidence of Benefit Entitlement Required?

You **MUST** provide evidence of your benefit when you submit this form. We will also check your Entitlement to a free school meal using the Department of Education's Eligibility Service (ECS) or through Haringey Council.

You must ensure, that all the details you give on this form are accurate and clearly written. Occasionally we may write to you to request certain evidence.

**DETAILS OF PARENT OR CARER (to be completed by the parent or legal guardian who receives one of the above support benefits).**

Mr/Mrs/Ms/Miss	
Full Name	First Name: Surname:
National Insurance Number	
Date of Birth	
Address	Postcode:
NASS Reference (if applicable)	

**DETAILS OF THE CHILDREN FOR WHOM YOU ARE CLAIMING FREE MEALS:**

In the space provide below, please give details of your child or children attending the LAE Tottenham for whom you are claiming free school meals.

First Name	Surname	Date of Birth	Gender

**Declaration to be signed by the Parent(s) or Carer(s)**

I confirm that the information given in this form is true and complete. I accept that you will retain my details to check eligibility for free school meals and that you may:

- Use this information to prevent fraud
- Share this information with other departments who deal with public funds

I will inform LAE Tottenham at once if my entitlement stops and I will pay for any meals taken from the date on which entitlement of benefit ceases.

I understand that I may be prosecuted if I give false information or fail to notify LAE Tottenham when benefits stop.

I give LAE Tottenham permission to verify my claim for Free School Meals from records held by Council Departments, the Department for Education's Eligibility Checking Service (HUB) or other organizations for the purposes of checking eligibility.

Signature of Parent or Legal Guardian of the above child(ren) .....

date: .....

