ROCHDALE
BOROUGH COUNCIL

Revenues and Benefits

Free School Meals Application Form

You can apply for free school meals if you and your child(ren) live in the borough. You must get one of the benefits listed over the page and receive child benefit for the child(ren) you are applying for.

If your child gets a free school meal the school will get additional funding known as a pupil premium. This money helps the school improve the education they provide.

To apply for free school meals for yourself or your children fill in this form and post it to us at the following address: Revenues and Benefits, RBC, PO Box 490, Rochdale, OL16 9AJ.

You can hand it in at one of our Customer Service Centres at: Number One Riverside, Smith Street, Rochdale, OL16 1XU; Middleton Library, Long Street, Middleton, M24 6DU; Heywood Library, Lance Corporal Stephen Shaw MC Way, Heywood, OL10 1LL.

You and your partner

First Name	Last Name	Date of Birth	National Insurance or NASS Number	Date your qualifying benefit started

Please tell us about your children

First Name	Last Name	Male or Female	Date of Birth	School Attending	Date Started

Your address and postcode

Address and Postcode:

Phone Number: **Email Address:**

You don't have to tell us your phone number or email address but it may help if we need to contact you.

Declaration

- **I declare the information given on this form is correct and complete.**
- **I understand that if the information given is incorrect or incomplete, you may take action against me.**
- **I understand that you will check the information given on this form.**
- **I know that if my circumstances change after I make this claim then I must tell you straight away.**

Your signature: **Date:**

To get free school meals for you or your child, you or your partner must get one of the following:

- Universal Credit
- Income Support (IS)
- Income Based Jobseekers Allowance (JSAIB)
- Income Related Employment and Support Allowance (ESAIR)
- The Guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (but no entitlement to Working Tax Credit) and your yearly income is less than £16,190
- Child Tax Credit and Working Tax Credit where your Working Tax credit has continued for a four week period after your employment finished, and your yearly income is less than £16,190

You do not need to provide proof of your qualifying benefit as we will check your entitlement using a secure government website

If you are a child and get Income Support, Income Based Job Seekers Allowance of Income Related Employment and Support Allowance for yourself you can apply for your own free school meals. Please complete this form and put your own details in all the sections.

Other help is available for pupils aged 16 to 19 in full time education. If your child is struggling with the costs of learning they should speak to student services at their school, college or training provider for more information. Or contact Positive Steps free on **0161 621 9300**.

Universal Infant Free School Meals

From September 2014 all children in Reception, Year 1 and Year 2 in state funded schools in England are eligible for Universal Infant Free School Meals. This includes academies, free schools, pupil referral units and alternative provision as well as maintained schools.

They are available regardless of their parent's or guardian's income. If you do not get one of the qualifying benefits for free school meals, please contact your child's school if you want them to get a Universal Infant Free School Meal instead.

Refunds – If we award free school meals for a period of time you have paid for, you must contact the school for a refund.

This form can be returned by post to Revenues and Benefits, PO Box 490, Rochdale, OL16 9AJ

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For more information on free school meals you can:

- **Phone us on: 0300 303 8870   Monday to Friday, 8am to 6pm**
- **Visit our website: www.rochdale.gov.uk**