

Early years application for free school meals

School session 2011/2012

Important: read the guidance notes over the page before filling in this form using BLOCK CAPITALS.



1 Name of parent or guardian the cheque will be made out to

Title	Initial	Surname	Full first name (Legal guardian)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full first name of partner (if appropriate)			<input type="text"/>

2 Full address (including flat number if you have one)

Full postcode

For office use only

Reference number

Grant type

Date registered Initial

3 List all the children you are applying for

Surname	First name	Date of birth day month year	Name of school the child or children will be going to from August 2011
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Please make sure that you write your National Insurance number **correctly** in the boxes below. **If you give us an incorrect or incomplete National Insurance number there may be a delay in processing your application.**

National Insurance number of legal guardian

National Insurance number of partner if appropriate

Please tick this box if you do not have a National Insurance number because you are an asylum seeker

6 Declaration To be filled in by legal guardian

Free school meals

I want to apply for free school meals for the child or children I have named. If you authorise the free school meals and my current circumstances change, I agree to tell you. I will provide proof, when needed, that I currently receive the benefits that allow me to have free school meals.

Signed _____ (Legal guardian) Date _____

5

A Please tick this box if you receive **Income Support** or **income-based Jobseeker's Allowance** and do not tick any other box or send your Child Tax Credit award letter.

B Please tick this box if you receive **Child Tax Credit only** and the total annual income for your household is less than £15,860 (the figure could change). You **must** include a photocopy of your **full 2011/2012 Child Tax Credit** award letter when you send the form. We will not accept award letters showing **estimated income**.

C Please tick this box if you receive **income-related Employment and Support Allowance**

7 Please tell us the surname of your oldest child who is still at school (if this applies).

Surname of the child _____

Date of birth

Guidance for parents or guardians

1 We can only grant free school meals to children whose legal guardians receive **Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Child Tax Credit only** and the total annual income for your household is less than £15,050 (the figure could change). The completed application form should be taken to the early years establishment attended by the child. Once the head of the nursery has signed the form, you should send it in the FREEPOST envelope provided or to: **Glasgow City Council, Education Services, PO Box 15245, GLASGOW G2 4YH.**

2 Please note that:

- your children must go to a school managed by us;**
- in some cases you will have to give us proof that your children are eligible for free school meals.

3 PLEASE NOTE: What we will do with your information

Glasgow City Council is registered under the Data Protection Act 1998. The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purpose with public bodies, including neighbouring Councils or other organisations, which handle public funds.

The information which you provide on this form will be processed by Glasgow City Council, which is the data controller for the purposes of the Data Protection Act 1998. The personal data that you provide will be used to deal with your correspondence and to let you know what the outcome of this is. The Council will not use your personal data for any other purpose and will not disclose the personal information that you provide to any outside person or organisation except where required to do so by law or with your own consent.

Disclaimer: Plain English Campaign's Crystal Mark does not apply to this box.

4 If you do not have your Child Tax Credit award letter, please contact the helpline on 0845 300 3900 and ask for a copy.

5 All applications must be signed by the head of your child's or children's nursery.

For office use only (to be filled in by the nursery)

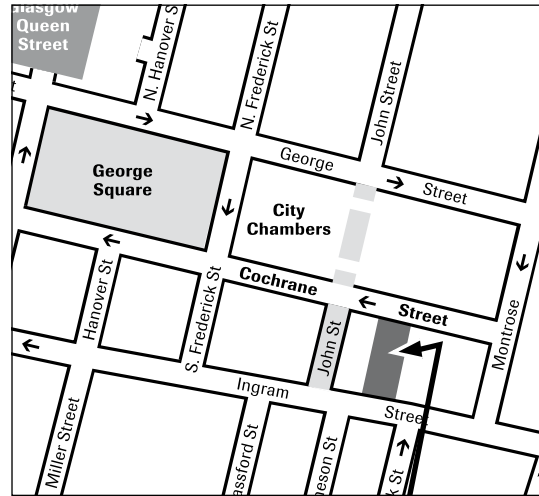
I confirm that the child or children listed on the application form attend the nursery shown.

Name of the nursery _____

Signed on behalf of the head of the nursery _____

Position _____ Date _____

If the children are at nursery, is this: full-time? part-time?



Glasgow
CITY COUNCIL

Education Services
Glasgow City Council
Wheatley House
25 Cochrane Street
Merchant City
GLASGOW
G1 1HL

For office use only

IS/JSA letter ESA(IR)
 CTC Academy
 Counter

Confirmed by _____
 Date _____

Free meals authorised

Yes No

Date _____

Authorised by _____
 Date _____

FSM letter sent by _____
 Date _____