

PLEASE COMPLETE TO SEE IF YOUR ARE ELIGIBLE FOR FREE SCHOOL MEALS



Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food can help pupils establish healthy habits for life and help to improve pupils' readiness to learn.

You may be entitled to receive free school meals if you are in receipt of certain benefits or support. You could also raise additional pupil premium funding for your child's school to fund support like extra tuition, additional teaching staff or after school activities. The information collected in this form will allow us to make this assessment.

You only need to complete this form once. Subsequent rechecks of your eligibility will be carried out annually to assess whether you continue to be eligible for free school meals. Should you move your child to a new school, your child's new school may proactively assess whether you continue to be eligible for free school meals. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

What to do

To see if your children can get free school meals (FSM), please fill in all sections of this form and return it to their school.

Your details

Enter the details of the parent or guardian who is applying for free school meals.

First name

Last name

Date of birth (DD/MM/YYYY)

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National insurance number (if you have one)

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Asylum support reference number (previously NASS reference number)

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Contact phone number (this can be a mobile number)

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Contact email (We'll use your email to address to confirm your application or for more information)

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Children and school details

Include all children that will be attending this school. Print extra sheets if you need them.

Child 1								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Child 2								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Declaration

By signing below, I confirm that:

I allow the use of the data in this form for the purpose of checking whether my children are entitled to free school meals.

I allow the sharing of the above data with the schools my children attend and its local authority, for the purpose of providing free school meals if entitlement is confirmed.

This includes re-applying for free school meals in future.

Signature

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Date (DD/MM/YYYY)

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Important

Once completed, please give this form back to your children's school.

Who is Eligible for Free School Meals?

From the start of the 2026 to 2027 academic year, the FSM eligibility to all children from households in receipt of Universal Credit regardless of household earnings. Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999

A pupil is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for [families with no recourse to public funds](#)