

Royal Borough of Kingston upon Thames
Application for Free School Meals
 Please fill in this form using capital letters



About you

To qualify for free school meals you must live in the Royal Borough of Kingston upon Thames and be in receipt of: Income Support or Income-Based Jobseekers Allowance or the guarantee element of State Pension Credit or support under part VI of the Immigration and Asylum Act 1999. Additionally, families receiving Child Tax Credit, and who have an annual income of £16,190 or less, may also apply.

N.B. If you currently receive any Working Tax Credit, you are not eligible for free school meals and should not apply. If you used to receive Working Tax Credit, but now only receive Child Tax Credit, then you may apply but you will need to supply an amended TC602 form from HM Revenue & Customs which states that you receive Child Tax Credit only and that your income is £16,190 or less.

1. Your Title: Mr Mrs Miss Ms Other Please give details
2. Your full name 3. Your date of birth
4. Your Address and Postcode
5. Your daytime phone number
6. Your relationship to the children (Mother, Father, Guardian)
7. What is your National Insurance number or NASSS Reference number
8. Ethnic Origin: White Asian or Asian British Chinese
 Mixed/Dual Background Black or Black British Any other Ethnic Group
9. If you are not the person in your household who receives one of the benefits stated at the top of this letter please give their details below:
 - A) Their full name B) Their date of birth
 - C) Their relationship to the children
 - D) Their National Insurance or NASSS Reference number

About your children

Please give details of each child who is in full-time education.

Surname	First Names	Date of Birth	Gender	Name of School
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Applicant's Declaration

I agree that the information I have given is true and complete and I agree that I will inform the school of any changes to my financial circumstances. I also understand that failure to do so may result in my repaying the full costs of meals from the date of change. I also confirm that I receive one of the benefits stated at the top of this form.

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 the law to verify my initial, and ongoing, entitlement.

Parent/Guardians' Signature: _____ Date: _____

For office use only

Evidence checked by: _____ Date: ____/____/____ New / Renewal
Evidence Source: _____ Number of children entitled: _____ School told: _____
From: _____ To: _____ Application number: _____ Record updated: _____

**Royal Borough of Kingston upon Thames
Application for free school meals****How do I qualify for free school meals for my children?**

You must live in the Royal Borough of Kingston upon Thames and you should receive Income Support, Income-Based Jobseekers Allowance or the guarantee element of State Pension Credit or support under part VI of the Immigration and Asylum Act 1999. Additionally, families receiving Child Tax Credit (but not Working Tax Credit) and who have an annual income of £16,190 or less may also apply. If your child attends a Kingston school but you do not live in the Kingston borough please contact us for advice on how you should apply.

How do I apply for free school meals, and what type of supporting evidence should I provide?

Fill in the application form over the page. Bring in your application form with proof of your Income Support, Income-Based Jobseekers Allowance, Immigration Support, guarantee element of State Pension Credit or your complete TC602 form from HM Revenue & Customs indicating that you receive child tax credit (BUT NOT WORKING TAX CREDIT) And your income level is £16,190 less to the address below. We need to see original documents and the Documents need to be dated within **6 weeks** of your application date. If you are providing your TC602 form as evidence, this can be dated at any time but must be for the current Financial year.

We may also liaise with the Department for Children, Schools and Families (DCSF) to check eligibility for Free school meals using an online system called the Eligibility Hub. This Hub will inform us of your entitlement using an online checking system. The information provided will not disclose any personal data. Please note that the Hub may not always show that you are eligible for Free School Meals and we may ask you to supply supporting evidence for your application.

If your child goes to one of the following schools, fill in the application form you get from the school and give it to the head teacher:

Bedelsford School**Coombe Boys' School****Tiffin Boys' School****Holy Cross Convent School****Richard Challoner RC School****St Luke's CE Primary School****When will the free school meals start?**

If we agree that your children are entitled to free school meals, they will normally begin within 3 working days and will last up to a year, unless your financial circumstances change.

General Notes

If you are currently in receipt of Working Tax Credit, your children are not eligible for free school meals. We may check the information you provide on this form. If you tell us something that you know is incorrect, it may be a criminal offence. You should let us know if your benefits stop or you begin to claim Working Tax Credit and you will have to pay back the costs of any free meals your child has after your circumstances change. You cannot backdate your application or receive cash instead of free school meals. Children attending college, but not sixth form, are not entitled to Free School Meals.

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