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### APPLICATION FOR FREE SCHOOL MEALS (Issue 8)

To apply for free school meals please complete, sign and return this form to the above address or to your child's school. The application will be delayed if you do not complete all sections.

**1 ELIGIBILITY:**

- Parents/Guardians in receipt of Working Tax Credit **ARE NOT** eligible to apply for free school meals

**2 PARENT/GUARDIAN with qualifying detail:**

Parent/Guardian Full Name (inc. middle names). Please circle correct title.		Mr / Mrs / Miss	
Address:		Post Code:	
Contact Tel. No:		Parent/Guardian Date of Birth:	
National Insurance Number:			

**3 CHILD/CHILDREN REQUIRING FREE SCHOOL MEALS**  
Please complete the last column if your child is changing schools in September e.g. Primary to Secondary.

Full Name of Child	Date of Birth	Name of School Attending	Name of New School Attending in Sept

**Please read this declaration carefully before you sign and date this form.**

I confirm that the above details are correct and understand that I must let you know about any change in my circumstances that might affect my claim.

Caerphilly County Borough Council Free School Meals Section will use the information you provide to process your claim for free school meals and will inform the relevant school(s) of entitlement.

The Free School Meals Section may contact other Caerphilly County Borough Council Departments, The Department of Work and Pensions, The Inland Revenue and The Welsh Assembly Government to verify initial and ongoing entitlement.

**4 PLEASE SIGN THIS FORM BEFORE RETURNING TO THE ADDRESS ABOVE**

Signature of Parent/Guardian ..... Date.....

We will contact you regarding the outcome of your application as soon as the form has been processed; approximately 5 working days from receipt. If you have any questions about the way your data is used, or if you would like to see a copy of the data that is held on you, please contact Corporate Information Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. Tel 01443 864320/3041. Email: [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk)



## Free School Meals

If your child is eligible for free school meals it means they can enjoy delicious, healthy meals without the bills and the fuss of making packed lunches. Many children are already eating free school meals, and your child may be able to have them too. School meals will give your child a real appetite for learning and help them to achieve their full potential.

There is nothing healthier for your child and your family's budget than free school meals. As professional cooks prepare the meals for your child, it saves you having to worry about the effort and expense of making packed lunches every day.

Your child may be entitled to receive free school meals if you are entitled to receive one of the following:

- **Income Support**
- **Income-Related Employment and Support Allowance**
- **Income-Based Job Seekers Allowance**
- **Child Tax Credit** (but no Working Tax Credit is being received by the claimant or his/her partner and the combined annual income as assessed by HMIR on a TC602 form is not above £16,190)
- **The Guaranteed Element of Pension Tax Credit.**
- **Asylum Seeker under part VI of the Immigration and Asylum Act 1999**

If you pay for your child to have school meals you could save around **£427.50** per year if your child qualifies for free school meals.

Think of the time you would save if your child is eligible and has free school meals instead of packed lunches, you could save up to 190 hours a year, which is the time needed to make packed lunches that meet the nutritional standards of school meals – that's just over a week!

Our catering team provides an excellent range of healthy lunch options that are enjoyed daily by a significant number of our pupils. Your child may well be able to access these free of charge.

To make sure that your child does not miss out, please complete the form on the reverse of this letter for your children or online at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk) or if you are not sure, please contact Catering Services on 01443 864055 (or email [catering@caerphilly.gov.uk](mailto:catering@caerphilly.gov.uk)). A member of the team will be able to advise you.