



THE LONDON BOROUGH  
www.bromley.gov.uk

**Pupil Benefits  
Education, Care and Health Services**

## Application for Free School Meals/Pupil Premium Payment 2017/18

**This form should only be submitted if your child attends a school in the London Borough of Bromley and you are unable to make an application online.**

Free school meals are available to pupils in full-time education whose parent/carer receives one of the benefits listed below. Children attending part time nursery provision or independent schools are NOT entitled to Free School Meals.

**Please note that Free School Meal applications for pupils attending Harris Academy Bromley, Harris Academy Beckenham or Coopers School should be made direct to the school/academy.**

Please tick one <input checked="" type="checkbox"/>	Current Qualifying Benefits
<input type="checkbox"/>	Income Support
<input type="checkbox"/>	Income Based Jobseeker's Allowance/ Income Related Employment and Support Allowance
<input type="checkbox"/>	Guarantee element of State Pension Credit
<input type="checkbox"/>	Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
<input type="checkbox"/>	Support from NASS under Part VI of the Immigration & Asylum Act 1999
<input type="checkbox"/>	Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
<input type="checkbox"/>	Universal Credit – during the initial roll out of the benefit

### Section 1: Details of the Parent/Carer claiming one of the benefits above.

Your application cannot be processed unless ALL the following details are provided.

Is this your first application?		Surname						
Title (Mr/Mrs/Miss/Ms)		First Name/s						
National Insurance No. <b>or</b> NASS (Asylum Seekers) No.								
Date of Birth			Relationship to child/ren listed below					
Address								
			Date of moving to this address					
Postcode			Telephone No.					
Email Address								

### Section 2: Details of children, attending relevant Bromley schools, living with applicant

Full names of children attending relevant Bromley Schools		Date of Birth	Girl/Boy	School to be attended from September 2017	Do you receive Child Benefit for this child?
Surname	First Name				

NB. If you are a foster parent you will not be able to claim for any foster children unless you are in receipt of one or more of the qualifying benefits shown above.

**Section 3: Details of your husband/wife/partner (if he or she lives with you).**

Surname		First Name/s	
Title (Mr/Mrs/Miss/Ms)		Date of Birth	
National Insurance No. <b>or</b> NASS (Asylum Seekers) No.			
Relationship to applicant		Relationship to child/ren listed in Section 2	

Any other surname(s) used by the family																				
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When your application is received your entitlement will be checked using the Department of Education Eligibility Checking Service and you will be advised, in writing, whether or not your claim is successful. Should the application be unsuccessful you will be given the opportunity to provide current documentary evidence to show which benefit you receive.

**If your circumstances change, i.e. your benefits cease or you start receiving Working Tax Credit, you MUST tell us immediately, in writing.** If you do not tell us and your child/ren continue/s to receive free school meals you will be charged for those meals.

**Section 4: Declaration to be signed by the Applicant**

**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 entitlement.

**I declare** that the evidence given on this form is true, and I will tell you immediately in writing if my benefits stop or if I start receiving Working Tax Credit.

Signed  Date

**DATA PROTECTION ACT 1998**

The London Borough of Bromley will use the information given on this form for the purpose of processing your application for free school meals. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public money.

**Thank you for filling in this form. Please make sure you have completed all sections. If you need any help please ring us on 020 8313 4127 or 020 8461 7389**

**Please send this form to:  
Pupil Benefits  
Education Care and Health Services,  
Civic Centre Stockwell Close Bromley BRI 3UH.**

FOR OFFICE USE ONLY	
IS IBJSA NASS CTC GPC IBESA	Approved by:
Proof received:	FSM start:
Proof requested:	Letter sent:
HUB Entitled:	Date: