

MG/P:/SW/FreeSchoolMeals
12 September 2016

Dear Parents/Carers

Re: Entitlement to Free School Meals

We are writing today to share our concern that a number of our students may be eligible for free school meals but are not yet registered for this entitlement. We would encourage all applications even if you do not wish your child to have a meal as the additional funding gained would benefit educational provision at the school. Please see the information below about the application process. I would like to ask all those who may qualify to register by Friday 30 September 2016.

Eligibility for Free School Meals

Students whose parents/carers receive the following may be entitled to Free School Meals:

- Income Support
- Income-based jobseeker's Allowance
- Income related employment and support allowance
- The guaranteed element of the State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Students can also register for Free School Meals if they receive any of these benefits themselves.

Registration Process

This is a quick, easy and completely confidential process, requiring the completion of the attached application form. Our cashless catering system handles the payments for school meals without anyone being aware of who is receiving a free school meal. Completed forms should be returned to Mrs Buckler at Reception. If you wish to speak confidentially about Free School Meal entitlement please contact Mrs Buckler on the school number above.

Reasons for Registering Entitlement

- A healthy and well-balanced meal will be provided for your child each day.
- A Pupil Premium grant of £935 will be paid to the school for every student whose entitlement has been registered.

Eligibility for Pupil Premium Funding also extends to any child who has left local authority care because of either adoption, a special guardianship order, a child arrangements order or a residence order. To enable the school to claim you will need to inform us about your child and provide supporting evidence such as the Legal Order. This will be treated in the strictest confidence.

If you are eligible to apply, please do so as soon as possible.

A statement about Pupil Premium can be seen on our website, www.shirley.croydon.sch.uk

Yours sincerely

Maeve Garcia
School Business Manager

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

FREE SCHOOL MEALS APPLICATION FORM 2016/2017

CHILDREN WHOSE PARENTS / CARERS RECEIVE THE FOLLOWING ARE ENTITLED TO FREE SCHOOL MEALS:

- Income Support
- Income-based Job Seeker’s Allowance (not contribution based)
- Income related employment and support allowance
- Guaranteed state pension credit
- Child Tax Credit (where there is no element of working tax credit AND the total household income for tax credit purposes is assessed to be less than £16,190 per year).
- Financially supported by NASS (National Asylum Support Service)

If you are entitled, please complete this form and return it to the school for processing.

Administration of free school meals is undertaken by Croydon housing benefits section for students attending a school within Croydon.

DETAILS OF PARENT / CARER WITH QUALIFYING BENEFIT:

Title	First Name	Surname	Date of Birth	National Insurance number of National Asylum Seeker number

Address	
Postcode	
Telephone No	

DETAILS OF CHILD / CHILDREN:

Family Name/Surname	First Name	Date of Birth	Name of School

For Office Use:

Sent to Hub	
Rcvd from Hub	
Date Completed	