

# Application for Free School Meals and Pupil Premium Funding

Please fill in all sections so that your child's eligibility for Free School Meals and Pupil Premium can be verified. You must indicate the benefit(s) you are receiving. You do not need to send evidence of your qualifying benefit(s) with this application. If we need evidence at a later date, we will contact you.

**Incomplete forms will be returned and this may delay the start date for your claim.**

## 1. Your name and address (the person claiming benefits for the family)

Title		First name		Surname	
Date of birth		National Insurance Number or NASS number			
Address					
Postcode		Telephone			
Relationship to children					

## 2. Your partner living at the same address

Title		First name		Surname	
Date of birth		National Insurance Number or NASS number			
Relationship to children					

## 3. Your child(ren)'s details (this includes all children in the family who may be in different year groups/schools)

Forename	Surname	Date of birth	School

## 4. Your benefits

Please complete this section only if your joint family income is £16,190 or under

Please tick (✓) if you are in receipt of Working Tax Credit

Please tick (✓) the type of benefit you receive	
<input type="checkbox"/> Income Support	<input type="checkbox"/> Income based Job Seeker's Allowance
<input type="checkbox"/> Income related Employment and Support Allowance	<input type="checkbox"/> Support under Part VI of the Immigration and Asylum Act 1999
<input type="checkbox"/> Child Tax Credit without <b>Working Tax Credit</b> and an annual household income of less than £16,190	<input type="checkbox"/> Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
<input type="checkbox"/> Guaranteed element of State Pension Credit	<input type="checkbox"/> Universal Credit, provided you have an annual earned income of no more than £7,400

## 5. Your benefits - declaration

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.

I agree you may share the result of my free schools meals entitlement with the Home to School Transport Team should I apply for free travel, where appropriate.

I declare that the information given on this form is correct and I will tell you immediately if my details or circumstances change.

Your signature: .....

Date: .....

**Once completed please hand this form into your child's school or send to: Wakefield Council, Children and Young People, Free School Meals, Room 42, County Hall, Wakefield WF1 2QL or alternatively e-mail to [hst@wakefield.gov.uk](mailto:hst@wakefield.gov.uk). If you have any queries please phone 01924 305061.**

**Important:** You no longer have to reapply once you have submitted your application form as we are able to carry out an audit check from time to time on your eligibility status. However, as soon as your circumstances change, for example, if you start to receive **Working Tax Credits** or you **stop receiving any of the qualifying benefits** you **must** notify us by phone immediately on (01924) 305061. We will then inform your child(ren)'s school. **If your child receives free school meals whilst they are not entitled your child's school/academy may ask you to pay for meals provided.**

**Pupil Premium** is additional funding given to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. The eligibility criteria for Pupil Premium is the same as for Income Related Free School Meals. If we authorise your child's Free School Meals claim, it means that the school is able to receive Pupil Premium funding for your child.

**Universal Infant Free School Meals:** All children in reception, Year 1 and Year 2 are automatically entitled to a free school meal, regardless of income but if you are on one of the above benefits your child's school is also eligible for **Pupil Premium**. You can speak to the school to find out how they use the funding and some schools even offer incentives to encourage parents to apply.





## **TRANSPARENCY NOTICE FREE SCHOOL MEALS TEAM**

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### **1. Who we are.**

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

David Atkins, Team Manager, Learner Support Services (Admissions, Transport and Free School Meals), Room 42, County Hall, Wakefield, WF1 2QL

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### **2. How we use your data:**

The Free School Meals Team needs to collect the following information about you:

- Contact details, including name, address and telephone number for the applicant
- Your partner's contact details, including name, address and telephone number
- Identifying details including date of birth and national insurance/NASS Number
- Your partner's identifying details including date of birth and national insurance/NASS Number
- Full name(s) and date of birth
- The school your child is attending
- Family circumstances (eg benefit entitlements)

We use this information so that we can determine whether your child is eligible to receive free school meals.

We will also use this information so that we can determine whether your child's school is eligible to receive Pupil Premium Funding for your child.

We will also use this information so that we can determine whether your child is entitled to receive free transport to/from school.

Information will be used to respond to your queries and complaints.

To enable us to provide our service to you we will share your information with Wakefield Councils IT Systems, schools and academies and other teams within Wakefield Council (Home to School Transport Team, Finance, Management Information Team).

Should you decide not to provide any of the information we request from you we will be unable to process your application for free school meals.

### **3. What authority does the Council have to collect and use this information?**

The Local Authority has a statutory duty in accordance with the Education Act 1996 to provide free school meals for children whose parent/carer are in receipt of specific Department for Work and Pension benefits. In accordance with the same legislation a parent/carer must request free school meals by completing an application form.

The Pupil Premium is additional funding given to publicly-funded schools in England by the Government to support the education of disadvantaged pupils including those children who are receiving free school meals.

- a) Processing is necessary for the performance of a contract with the Data Subject or to take steps to enter into a contract
- b) Processing is necessary for compliance with a legal obligation
- c) The processing of information is necessary to protect the vital interest of the Data Subject
- d) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

### **4. How long will we keep your data?**

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected, including for the purposes of satisfying any legal, accounting, safeguarding or reporting requirements.

Your records will be kept for 6 years following the last entry in a record.

### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

#### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

#### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

#### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.



**Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

**Automated Decision Making**

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

**Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1.

**6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

