



## **VOLUNTARY APPLICATION FORM PUPIL PREMIUM**

**We need updated information about you and your child to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete and return this form to the school.**

All children in our Reception and Key Stage One classes are entitled to a Free School Meal, however if any children in our school are entitled to Pupil Premium any older siblings, educated in Shropshire Schools and included on this form, will also be automatically entitled to Free School Meals.

Before completing this application form, **please read the following notes:**

**Pupil Premium and Free School Meals can only be awarded if you or your partner are claiming any of the following benefits:**

- Income Support;
- Income Based Job Seekers Allowance;
- Income Related Employment and Support Allowance; Guaranteed element of State Pension Credit;
- Child Tax Credit only – provided you are **not** entitled to Working Tax Credit **and** you do not have an annual income that exceeds £16,190 (as assessed by H.M. Revenue and Customs);

*Note: If you are entitled to Working Tax Credit during the 4-week period immediately after your employment stops (proof required), OR after you start working less than 16 hours per week (proof required), your children will be entitled to free school meals. A claim must be made immediately your circumstances change and free meals will be awarded for that 4-week period until your claim for one of the above qualifying benefits has been processed by the relevant agency.*

- Support under Part V1 of the Immigration and Asylum Act 1999.

1. You are required within this application form to give your name, date of birth and National Insurance Number. With this information we will check your eligibility on line. Once your details have been confirmed on line, your award date will start from that day. If you wish to query your start date, please contact the Free School Meal team on 0345 678 9000.
2. If your eligibility details are not confirmed and you still wish to pursue your application, you will be required to provide an up to date copy of your benefit letter or award notice showing you are receiving one of the benefits mentioned above. If you are in any doubt, please contact on the number above.
3. You only need to complete ONE application form for ALL your children, even if they attend different schools.

**Please let us know if:**

You change address;

Your name changes or your child or children's legal name changes; The person claiming benefit changes;

The type of benefit you receive changes.

Updated September 2016

