



## THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

### APPLICATION FOR FREE SCHOOL LUNCHES

Please read the following notes before completing the form overleaf

i. Under current regulations only those children whose parents are in receipt of the following support payments will be entitled to free school meals: -

- **Income Support (IS)**
- **Income Based Jobseekers Allowance (IBJSA)**
- **Support under part VI of the Immigration and Asylum Act 1999**
- **Child Tax Credit** and those whose annual income (as assessed by the Inland Revenue) does not exceed the income threshold set by the Treasury.
- **'Guaranteed' element of State Pension Credit**
- **Employment and Support Allowance (ESA)**

#### **PARENTS RECEIVING WORKING TAX CREDIT ARE NOT ELIGIBLE.**

- ii Once you have completed the form it must be returned to your child's school, as entitlement can only commence from the date your form is received and verified.
- iii It is essential that you advise the school of any change of address or when there is a change in your circumstances or benefits. Failure to do so could result in the Local Authority invoicing the applicant for meals taken.
- iv: Information contained in this form is personal data which may be held in a computer and is therefore subject to the Data Protection Act 1998.

**THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD  
APPLICATION FOR FREE SCHOOL LUNCHES (CONFIDENTIAL)**

**Part 1 – DETAILS OF PERSON CLAIMING BENEFITS (PARENT/GUARDIAN)**

Title (Mr, Mrs, Ms, Miss)	Other Names	Date of Birth(ddmmyyyy)	National Insurance Number

**Part 2 – DETAILS OF HOME ADDRESS**

Mother/Guardian	Address of Father (if different from Mother)

**Part 3 – DETAILS OF DEPENDENT CHILDREN**

Surname	Other Names	Date of Birth	School attended at present

**Part 4 – DETAILS OF BENEFITS**

**Part 5 – DECLARATION BY AGENCY/ SCHOOL**

Please tick the relevant box as to which benefit you are receiving:-

- i. Income Support
  - ii. Income-based Job Seekers Allowance
  - iii. Asylum Seeker Status (see below)
- NASS number required \_\_\_\_\_
- iv. Child Tax Credit only
  - v. Guaranteed element of Pension Credit
  - vi. Employment and Support Allowance

**NB: Parents receiving Working Tax Credit are not eligible to claim for Free School Lunches**

I confirm that I have seen and verified this form.

Name Print -----

Signature -----

Position -----

**OFFICIAL STAMP**

**Part 6 – DECLARATION BY APPLICANT/PARENTAL CONSENT**

I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and ongoing entitlement.

Signature of Applicant ----- Date -----