

# APPLICATION FOR FREE SCHOOL MEALS & YEAR 7 CLOTHING GRANT 2014/2015



This form is to be completed in order to ensure entitlement to Free School Meals from September 2014.

## A – Parent / Carer details - ALL Fields MUST be Completed

Surname of Parent / Carer..... Forename..... Title.....  
 Address..... Post Code.....  
 Telephone Number..... Email address (optional) .....  
 Date of Birth of Parent / Carer.....  
 National Insurance No of Parent / Carer..... or NASS No.....

## B – Give Details of each child in full-time attendance at a NEWPORT school

Full Name	Date of Birth	Relationship to Applicant	Name of School attending from September 2014

## C – For Payment of Clothing Grants only – Pupils entering Year 7 only

In order for us to provide you with a payment in relation to the School Uniform Grant for pupils entering year 7, you will need to provide us with your bank details. **We are currently unable to make payments into a post office account.** Should you not have a bank account, you may use the account of a relative or friend with their permission indicated below.

<b>Name Of Bank/Building Society</b>	<b>Bank/Building Society Account Number</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Name(s) of Account Holder(s)</b>	<b>Branch Sort Code</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

I Authorise Newport City Council to make all payments to me via the BACS system

Signature of Account Holder:..... Date:.....

### DECLARATION

I certify that the information given on this form is correct. **I will notify the Local Authority immediately of any change in my circumstances.** I also give consent to any investigations being made in relation to the information given. I agree to refund to the Local Authority, on demand, any payment due for school meals received outside of entitlement, however, arising.

I agree that you will use the information I have provided to process my claim for Free School Meals and will contact the relevant agencies as allowed by law to verify my initial and **ongoing** entitlement.

I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive School Uniform Grant for any pupil entering Year 7 of education.

Signature:..... Date:.....

**Please return this form to: School Meals Team, Civic Centre, Room 425w, Newport, S.Wales NP20 4UR**

### For office use only:

Date application input/by:.....	Benefit Entitlement Confirmed Via Database: YES / NO
FSM Entitlement Date:..... to .....	For ..... children
Re-Assessment Date (if applicable): .....	Date Authorised/By:.....
Entitled to Clothing Grant: YES / NO	CG Processed Date:.....
Date Passed to Payments for Supplier No:.....	Supplier No:.....
Date returned for Payment:.....	Processed By:.....

**2014/15 Free School Meal & Clothing Grant  
Application for Newport Schools  
Important Information for Parents / Carers**

**Renewals**

1. If your children are currently entitled to Free School Meals and attending a Newport School we are able to check your on-going entitlement without the need for you to complete a new form, unless we contact you under separate cover. If any of your children attend a school outside Newport please see note 3 below for details. We aim to notify all parents/carers of their award of Free School Meals by **Friday 8<sup>th</sup> August 2014**. If you have not heard by this date then please contact the office by telephone or email so that we can discuss your claim.
2. We will contact the parents/carers of those Year 6 Newport pupils who are currently eligible for free school meals separately to ask for payment details in order to make a Clothing Grant payment. Please return your details by **Friday 27<sup>th</sup> June 2014** so that this payment can be made to your nominated bank account in time for the start of the new academic year.

**New Claims**

1. A new application form must be completed for all children who have not previously attended a Newport School. You **MUST** complete all sections on the application form and sign the declaration. Incomplete forms will result in a delay of any Free School Meals or Clothing Grant award whilst we contact you to gain the missing information.
2. The entitlement criteria – Pupils will qualify if parents/carers are in receipt of one of the following benefits:
  - Income Support or Income Based Jobseekers Allowance
  - Income Related Employment Support Allowance
  - Child Tax Credit (the annual income must be less than £16,190 for the household)  
**NOTE: if you are in receipt of Working Tax Credit, you will NOT be eligible to receive Free School Meals**
  - Guarantee Element of State Pension Credit
  - National Asylum Seekers Support Benefit
  - Universal Credit

**We are able to check your entitlement; there is no need to supply proof of eligibility unless requested.**

3. **Please note that we only process applications for NEWPORT Schools.** If any of your children attend a school in a neighbouring authority you will need to contact them to make an application for Free School Meals/Uniform Grants. The contact numbers for the neighbouring authorities are as follows:

Caerphilly County Borough Council	-	01495 235262
Monmouthshire County Council	-	01633 644508
Torfaen County Borough Council	-	01633 647715/19

**Clothing Grants**

4. Pupils who are entitled to Free School Meals are also entitled to a Clothing Grant if they are beginning their Secondary School Education (entering year 7 of a Newport School) in September 2014. Please provide your bank details at Section C to enable this payment to be made. Unfortunately we are not able to make payments into a Post Office account. Applications for Clothing Grants cannot be processed after 31<sup>st</sup> December 2014.

**PLEASE NOTE THE FOLLOWING:**

- It is **your responsibility** to notify the School Meals Team of any **changes to financial/family circumstances**. Failure to notify the School Meals Team could result in you being charged the full cost of any school meals taken by your children from the date your circumstances changed.
- If your children move to a different Newport school during the school year please contact the School Meals Team so that we can inform the new school of their entitlement.
- You cannot make a claim for children who are accessing a part-time at nursery place.