

If your child does not have free school meals but may be entitled because of your family income level, please contact the office (in confidence) for more information. Even if you do not wish for them to have the meals, registering them would mean that the school could claim Pupil Premium funding which could help your child.

If we receive Pupil Premium funding for your child the school will pay for their trips. If your child has been **registered as eligible for free school meals (FSM) with the Local Authority** at any point in the last 6 years we will receive pupil premium funding for them. If you are unsure if the school receives pupil premium funding please contact school office.

By applying for free meals, you could raise valuable extra funding for your child's school through the Pupil Premium. It is therefore important to complete this form even if your child is in reception, year 1 or year 2 and gets a free meal automatically, in order to ensure that the school receives as much funding as possible.

You may qualify for free school meals and the pupil premium if:

- **You receive Child Tax Credits** (but are not entitled to Working Tax Credit) and your gross annual family income is less than £16,190, as assessed by HM Revenue & Customs.
Please note that your children will NOT qualify for Free School Meals if anyone in the household is entitled to Working Tax Credit, regardless of income.
- **You receive Income support.**
- **You receive Income Based Jobseekers Allowance (JSA).**
Please note that Contributions Based JSA is NOT a qualifying benefit.
- **You receive Income Related Employment and Support Allowance (ESA).** Please note that Contributions Based Employment and Support Allowance is NOT a qualifying benefit.
- **You receive the Guaranteed Element of State Pension Credit.**
- **You are an Asylum Seeker** and receive support from the National Asylum Support Service under Part VI of the Immigration and Asylum Act 1999.

How to apply for free school meals:

- Collect a form from the school office, complete this form and post it to: **Free School Meals Service, 4th Floor York House, 91 Granby Street, Leicester, LE1 6FB. The admin team will be happy to help you complete the form.**
- Alternatively, you may deliver your application by hand to Customer Services, Ground Floor, 91 Granby Street, or to any of the Leicester City Council Customer Services centres at New Parks, Saffron or Charnwood.
- Applications can also be completed over the phone on **0116 454 1009** (option 3), or online at www.leicester.gov.uk/freeschoolmeals
- If you have any queries relating to free school meals, please telephone the above number, or e-mail education.fsm@leicester.gov.uk.