

You can apply for free school meals online at www.swansea.gov.uk/freeschoolmeals

Application for Free School Meals

Your full name: Mr / Mrs / Miss / Ms	
Address:	
Post code:	
e-mail address*:	Contact Number:
What is your relationship to the pupil(s) e.g. parent, grandparent, guardian, foster parent etc.	
Your date of birth	
Your National Insurance Number or National Asylum Support Service (NASS) number	
Your partner's name**	
Your partner's date of birth	
Your partner's National Insurance Number or National Asylum Support Service (NASS) number	
3 rd Person Parental Responsibility name ***	
3 rd Person Parental Responsibility date of birth	
3 rd Person Parental Responsibility National Insurance Number or National Asylum Support Service (NASS) number	

* Your email address maybe shared with your child's/children's School

** Partner who resides with you and your child/children

*** 3rd Person who has shared parental responsibility for the child/children, for example, a parent who has shared custody.

Please place a tick against the payment(s) you receive.

		You	Your partner	3 rd Person
1	Income Support			
2	Income Based Job Seekers Allowance			
3	Income related Employment and Support Allowance			
4	Support under Part VI of the Immigration and Asylum Act 1999 (We will need your NASS number)			
5	Guaranteed Element of State Pension Credit			
6	Universal Credit if your annualised net earnings are £7400 or less			
7	Child Tax Credit with an annual income, as assessed by the Inland Revenue that does not exceed £16,190.00 and NOT receiving Working Tax Credit			
8	Working Tax Credit Run On - this payment may be received for a further four weeks after Working Tax Credit stops (you will <u>not be entitled</u> to free school meals if you receive Working Tax Credit in any other circumstances).			
9	I am a pupil who receives Income Support or Income Based Job Seekers Allowance in my own right			

Please list ALL your children of school age (continue on the back of this form if necessary):

Child's last name	Child's first name	Male / Female (M or F)	Child's date of birth	School attended (if child due to start at a new school soon please detail this)

Your Privacy

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website.

Your declaration - Please read this declaration carefully before you sign and date it.

I declare:

- That the information I have given on this form is correct and complete to the best of my knowledge.
- If I have been unable to answer a question because I am waiting for information, I have noted this on the form and will send the details to you when I receive them.
- I understand the Council will make any necessary enquiries to verify the information on this form.
- I authorise the Council to cross check the information I have given with other sections within the Council, Rent Officer Service, other Councils and Benefit Authorities.
- I understand that I may be required to submit further personal information in support of my claim, this information will be subject to the same rules of privacy contained in "Your Privacy".
- I understand that if I give information that is incorrect or incomplete or fail to report, promptly or otherwise, any changes which might affect my Free School Meals award I may be prosecuted.
- I understand that if the details given on this form change and too much Free School Meals is paid this will have to be recovered.
- I understand that the Council will use the information and evidence I have provided to assess my Free School Meal Application and these details can also be used for any local reduction, service or benefit that the Council administers. The Council may give information to other government organisations or external bodies, if the law allows this.
- I have read and understood "Your Privacy"
- I have read and understood this declaration

Signature of Applicant Date:.....

If this form has been completed on behalf of the Applicant please confirm your name & Relationship: eg Friend/Support Worker

.....

Please bring or post this form to:
The Benefits Section
Free Schools Meals Team
City and County of Swansea, Civic Centre
Oystermouth Road
Swansea, SA1 3SN

If you have any questions about Free School Meals, you can find more information on our website –
www.swansea.gov.uk/freeschoolmeals OR
e-mail us: freeschoolmeals@swansea.gov.uk