



**Bristol City Council**  
**FREE SCHOOL MEALS APPLICATION FORM**

**PLEASE USE BLOCK CAPITALS**

You can apply or renew online at [www.bristol.gov.uk /fsm](http://www.bristol.gov.uk/fsm)

**1**

**Applicant Details**

The details of the Parent or Guardian claiming benefit

Your full name, date of birth, National Insurance or National Asylum Seeker Number, address and at least one contact telephone number are **required**. These details **must** match those printed on your benefit documentation. If benefits are claimed in the name of another person in your household, they must complete this form instead.

FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN YOUR APPLICATION BEING DELAYED.

Title	First Name(s)	Surname	Date of Birth										
National Insurance number or Asylum Seeker number:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
Address:		Telephone Number:											
Post Code:		Mobile Phone Number:											
		Email Address:											

You **must** inform the Free School Meals Team if you change your address to ensure that renewal forms and correspondence are sent to the correct address.

**2**

**Children at School or Nursery**

Include **all** children, even if they have been renewed recently

Bristol City Council **does not** administer Free School Meals to pupils at **Academies, Free Schools or Private Nurseries**. If your child attends one of these establishments, please contact the school directly for information on how to apply for Free School Meals.

You must have parental responsibility for all the children on this application. Please tick here to confirm this:

	First Name(s)	Surname	Sex	Date of Birth	School
EXAMPLE	JANE	SMITH	FEMALE	01.01.05	GREEN TREES PRIMARY

Continue on another sheet if necessary

**3****Please read and sign the following undertaking**

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

I understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I provide within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I authorise the Authority to seek confirmation of the validity of the information provided by me on this form from other central and/or local government bodies, as deemed appropriate by the Authority and hereby consent to the disclosure of any information sought in accordance with the Data Protection Act 1998 having read the Fair Processing Notice on the notes sheet I was given with this form.

I confirm that the information given on this form is correct and I will inform you immediately of any change in circumstances. I understand that any false or misleading information given on this form or failure to disclose relevant information may make this application void and could render me liable to legal proceedings.

Signed:	Date:
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**Certificate of Benefits**

**For JCP / RA / PC / BET OFFICE USE ONLY - Not to be completed by the applicant**

Number of children included in claim:		
I certify that the person named and living at the address overleaf receives: (tick all that apply)		<b>JOBCENTRE PLUS/ REFUGEE ACTION/ PENSION SERVICE OFFICIAL STAMP</b>
<input type="checkbox"/> Income Support <input type="checkbox"/> Employment & Support Allowance Income Related and NOT receiving contribution-based <input type="checkbox"/> Job Seekers Allowance (income-based) <input type="checkbox"/> Support from NASS <input type="checkbox"/> Child Tax Credit and NOT receiving Working Tax Credit <input type="checkbox"/> Guaranteed element of Pension Credit		
Signature of Officer:		Date:
<b>FOR FSM OFFICE USE:</b>	Assessed:	Date:
		Initials:



## Bristol City Council FREE SCHOOL MEALS APPLICATION FORM GUIDANCE

### HOW TO APPLY

#### *Apply online*

It is quick and easy to do. You will be informed of the result of your application immediately and in most cases, your application will be processed and you can begin claiming free school meals within 15 minutes.

To get started, just go to [www.bristol.gov.uk/fsm](http://www.bristol.gov.uk/fsm)

#### *Apply by post*

To apply by post:

1. Complete the fields on page 1
2. Sign and date the form on page 2
3. Return this form along with appropriate benefits documentation (see below) to:

**Free School Meals Team (Create)**  
**The Council House**  
**College Street**  
**Bristol BS1 5TR**

### ELIGIBILITY AND PROOF OF BENEFIT

**Working Tax Credit:** If you receive any amount of Working Tax Credit then you are not eligible for Free School Meals - even if you earn less than £16,190.

You are eligible for Free School Meals if you receive any of the following.

<b>Benefit</b>	<b>What you should send us</b>
Child Tax Credit	A complete copy of your TC602 Revenue & Customs tax credit award notice for the current tax year
Income Support	A letter from the Jobcentre Plus, which used the words 'INCOME SUPPORT', and is less than 3 months old
Income Based Job Seekers Allowance	A letter from the Jobcentre Plus, which used the words 'JOB SEEKERS ALLOWANCE INCOME BASED', and is less than 3 months old
Income Based Employment Support Allowance	A letter from the Jobcentre Plus, which used the words 'EMPLOYMENT & SUPPORT ALLOWANCE INCOME RELATED ONLY', and is less than 3 months old
Guaranteed element of Pension Credit	A copy of your Pension Credit M1000 Award Notice
Part IV of the Immigration and Asylum Act 1999	A copy of your letter from the National Asylum Support Service (NASS) which will confirm your status

## RENEWALS

As of September 2011, Free School Meals applications no longer need to be renewed. Once you've applied and had your eligibility confirmed, you will continue to be eligible until either:

- **Your benefits stop or change and you cease to be eligible for Free School Meals.** We re-assess eligibility regularly and will write to you two weeks before your Free School Meals stop so it is essential that you inform us if your address changes.
- **All of the children on your application leave Bristol schools.** Academies, Free Schools and Private Nurseries administer their own Free School Meals so you'll need to contact them if your child(ren) moves to one of these. There is **no need** to submit a new application if your child moves from one Bristol school to another.

## ADDITIONAL NOTES

- If an additional child is starting school you need to make a new application including **all** of your children unless your original application was online, in which case the change can be made using the online system.
- If you do not have any of the documentation listed on page 3, send the completed Free School Meals Application Form to **Benefit Enquiries Team, Ground Floor, Lodge House, 602-634 Fishponds Rd, Bristol BS16 3HZ**. They will confirm your eligibility before forwarding the form to the Free School Meals team.
- If you received Income Support/Job Seekers Allowance (Income Based) then worked for a while, and now receive Income Support/Job Seekers Allowance (Income Based) again you need to make a new application.
- If you change your address you **MUST** inform the Free School Meals Team immediately to ensure that letters are sent to the correct address.

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### **The Data Protection Act 1998**

Fair Processing Notice

(Schedule 1 Section 2 Subsection 1(a) & Section 3)

Local Authorities hold information on pupils in order to run the education system, and in doing so must follow the Data Protection Act 1998. This means, amongst other things, that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Authority (LA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support etc. information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Local Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact Bristol City Council in writing. A fee is charged for this service.

The Data Protection officer  
Room 346, The Council House  
College Green  
Bristol BS1 5TR