



# St. Jérôme Church of England Bilingual Primary School

Executive Headteacher: Revd. Daniel Norris MBA NPQH  
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September 2020

Dear Parent / Carer,

We want to make sure that we are providing your child(ren) with the best education and support we can.

The Government provides additional funding to schools to support children whose families are in receipt of UK Benefits and it is possible your financial circumstances have changed since your child(ren) started school at St. Jérôme or due to the pandemic.

Apart from providing Free School Meals throughout a pupil's time at primary school, our school is able to support the child and their family in a number of different ways including uniform subsidy, help with paying for trips and other activities.

Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- ✚ Universal Credit with an annual net earned income of no more than £7,400.
- ✚ Income Support
- ✚ Income-based Jobseeker's Allowance
- ✚ Income-related Employment and Support Allowance
- ✚ Support under Part 6 of the Immigration and Asylum Act 1999
- ✚ The guarantee element of Pension Credit
- ✚ Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- ✚ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

At St. Jérôme we are committed to providing the best support as possible for our families and registering for free meals is an essential element in our support for your child(ren). If eligible, this funding will ensure your child is fully supported throughout their primary education and beyond if you continue to receive Universal Credit in future.

To check if your child is eligible, we require information about you and your child. Please complete this form and return to Mrs Stebbing in the School Office by **Friday 18<sup>th</sup> September 2020** or anytime your circumstances change. Please be assured that all communication regarding this matter will be treated in complete confidence and with the utmost discretion and sensitivity.

## Eligibility Form

About your child / children

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	St. Jérôme School

Parent / Guardian details

	Parent / Guardian 1						Parent / Guardian 2					
Last name												
First Name												
Date of Birth	DD			MM			DD			MM		YYYY
National Insurance No.*												
National Asylum Support Service (NASS) Number*			/		/				/		/	
Daytime Telephone Number												
Mobile Number												
Address	Postcode:						Postcode:					

## Family Income and Benefit Details

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

### Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year?  
(Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

Yes  No  Unsure

### Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year?  
(Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes  No  Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

## Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

### How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals. You only need to complete this form once and it will last for the duration of your child's time at St. Jérôme Church of England Bilingual Primary School. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Yours sincerely,

Mrs K C Smith – School Business Manager