

**FREE SCHOOL MEAL APPLICATION**  
**For pupils attending BEDFORD BOROUGH SCHOOLS ONLY**



Use **BLOCK CAPITALS** and **SIGN** at the bottom of form

Title		Surname				
Other Names						
National Insurance No			OR NASS No			
Email:						
Contact Tel number:			Your date of birth			

Your Address

.....

.....POST CODE.....

Write below the details of each dependent child living with you and in full time attendance at a Bedford Borough school.

Surname	Other names	Date of birth	Name of school	Relationship to applicant

I am entitled to claim free school meals. **(Tick the box to indicate which benefit you receive.)**

- Income Support
- Income-related Employment and Support Allowance
- Income-based Jobseeker’s Allowance
- Child Tax Credit (provided you or your partner are not also entitled to Working Tax Credit and your combined annual gross income as assessed by HMRC is not more than £16,190)
- The guaranteed element of Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

**Declaration** I have read the information overleaf and agree that you 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 if I give false information I may be prosecuted. I undertake to notify FSM administration IMMEDIATELY if:

- My qualifying benefit stops
- I start to receive Working Tax Credit
- Annual household income as assessed by HMRC for Child Tax Credit exceeds £16,190.
- **I change my address**
- I wish to cancel my application and withdraw my consent to the above.

Signed..... Date.....

(The person making the claim)

**NOTE: Incomplete forms will result in unnecessary delays**

Complete the form and return either to your child's school to be forwarded to the address below or post direct to:

**Return Address: Free School Meals Administrator**  
**Bedford Borough Council**  
**Borough Hall**  
**Cauldwell Street**  
**Bedford**  
**MK42 9AP**

**Contact numbers:** Telephone: 01234 **228948**  
Fax number: 01234 **276014**

**Important:** We cannot refund the cost of any school meals taken before you make this application.

**Please continue to pay for school meals or provide a packed lunch until your entitlement has been confirmed.**

**We will contact your child's school as soon as we have been able to confirm your entitlement. This may be on the same day as your application.**

**We will check on a regular basis that you still meet the qualifying criteria. Data provided by the Department for Education and collected from the Department for Work and Pensions, the Home Office and HM Revenue and Customs will be accessed to do this. If we find you no longer qualify for free school meals, we will write to you.**

Registering your child for FSM will also attract Pupil Premium funding for the school. Although it is recommended your child eat the meal, this is optional – you should register regardless of whether they want a meal.

*Did you know ... just registering your child for Free School Meals means that the school will get extra money?*

*Register now to make sure they don't miss out*

The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'.

**The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.**

**Data Protection Act** Personal information that you have provided will be used carefully and may be held on computer systems at the school and in the Children's Services Department. These uses of personal information are covered by registration under data protection legislation. Under this legislation you have the right to obtain a copy of the information we hold about you.