

# LONDON BOROUGH OF ENFIELD

## APPLICATION FOR FREE HEALTHY SCHOOL MEALS

for Primary school pupils – school years 3 to 6,  
Secondary school pupils – school years 7 to 11 and  
Sixth form students – school years 12 to 14

**Please read all information carefully before completing the reverse side of this form.**

### Who is eligible?

Free School Meals can be awarded to children who attend a state maintained school on a **full time** basis.

In order to be eligible the parent/carer should be in receipt of one of the following benefits:

- Income Support
- Income Based Jobseekers' Allowance
- Income Related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit, provided you are **not also receiving Working Tax Credit\*** and have an annual gross income of no more than £16,190, as assessed by HM Revenue & Customs
- Universal Credit

\*Please note that if you are in receipt of Working Tax Credit you will **not** be entitled to Free School Meals for your child unless you are receiving Working Tax Credit Run-on. This is the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit, or after they reduce their working hours to less than 16 hours per week. In this case children are entitled to free school meals.

### Why is it important to apply?

School meals in Enfield are healthy, tasty, social and fun. Research has shown that healthy school meals improve children's learning and productivity. Our meals are provided by Enfield Catering Services who are very proud of the food they serve. Please visit [www2.myschoollunch.co.uk/enfield](http://www2.myschoollunch.co.uk/enfield) for further information.

It is also very important for the school as they receive additional grant money (the 'Pupil Premium') from central government for every child who is eligible for free school meals. If you think you may be eligible, even if you do not wish your child to receive a free meal, it is very important that you to apply so that your child's school receives as much funding as possible to invest in the education of its pupils.

### Is evidence of benefit entitlement required?

You do not need to provide evidence of your benefit when you submit your application form. We will check your entitlement to a free school meal by using the Department for Education's Eligibility Checking Service (ECS). You must therefore, ensure, that all the details you provide on the form are **accurate and clearly written**. Occasionally we might write to you to request certain evidence.

### How to apply?

Please complete the application form over the page in **CAPITAL letters** and ensure that you sign the form. Any forms that are **not** signed will be returned, leading to a delay in your free school meal application.

Forms can be returned to your child's school, scanned and emailed to: [freeschoolmeals@enfield.gov.uk](mailto:freeschoolmeals@enfield.gov.uk) or you can post to: **ESAS & Free School Meals, D Block, Civic Centre, Silver Street, Enfield, EN1 3XQ.**

THE ABOVE INFORMATION IS CORRECT AT THE TIME OF GOING TO PRINT AND IS SUBJECT TO CHANGE.



**PARENT(S)/CARER(S):** If two people are maintaining a household, details are required from **BOTH** people.

**PARENT/CARER DETAILS:**

**Surname**  
(Mr/Mrs/Miss/Ms)

**First Name**

**National Insurance No.**

**Date of Birth**  
(DD/MM/YYYY)

**NASS Reference**  
(where applicable)

**PARTNER DETAILS:**

**Surname**  
(Mr/Mrs/Miss/Ms)

**First Name**

**National Insurance No.**

**Date of Birth**  
(DD/MM/YYYY)

**NASS Reference**  
(where applicable)

**Address:**

**Postcode:**

**Telephone No.**  **Email:**

**CHILD'S/CHILDRENS DETAILS:**

Child's Surname	Child's First Name	Date of Birth (DD/MM/YYYY)	Boy/ Girl	Name of School

**Who has parental responsibility for the child/children named above? For example, Mother/Father/Carer etc.**

**Declaration to be signed by both Parent(s)/Carer(s) (as applicable)**

I/We confirm that the information given in this form is true and complete. I/We accept that you will retain my details to check ongoing eligibility for free school meals and that you may:

- Use this information to prevent and detect fraud
- Share this information with other departments who deal with public funds
- Contact the Home Office/HMRC to verify information

I/We will inform the Free School Meals team at once if my/our entitlement stops and I/We will pay for any meals taken from the date on which my entitlement to benefit ceases.

I/We understand that I/We may be prosecuted if I/We give any false information or fail to notify the Free School Meals team when benefit stops.

I/We give the Free School Meals team permission to verify my claim for Free School Meals from the records of other Council Departments and/or from the Department for Education's Eligibility Checking Service (ECS).

<b>Signed:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>	<b>Signed:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
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**FOR OFFICE USE ONLY**

<b>ECS</b> Y / N	<b>FSM Start Date:</b> <b>Not Eligible:</b> <input type="text"/>	<b>Officer</b> <b>Initials:</b> <input type="text"/>	<b>L/S Date:</b> <input type="text"/>
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