



**PARENT/GUARDIAN DETAILS**

	Parent/Guardian 1						Parent/Guardian 2					
<b>Title and Last Name</b>												
<b>First Name</b>												
<b>Date of Birth</b>	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY
<b>National Insurance Number*</b>												
<b>National Asylum Support Service (NASS) Number*</b>			/			/			/			/
<b>Daytime Telephone Number</b>												
<b>Mobile Number</b>												
<b>Email Address</b> WSCC preferred way of contact is email; please state here if you do not wish to be contacted via email												
<b>Address</b>												
	<b>Postcode:</b>						<b>Postcode:</b>					

\* complete as appropriate

**DECLARATION**

The information I have given on this form is complete and accurate to the best of my knowledge. I understand that my personal information is held securely and will only be used for checking if my child is eligible for free school meals or other County Council concessions or services. I agree to the County Council using this information to process my registration to check eligibility for free school meals. I also agree to notify the County Council in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date: ...../...../..... \*Please return to: e-mail [fsm@westsussex.gov.uk](mailto:fsm@westsussex.gov.uk)

Or you can print this form and give it to your child's school or post it to West Sussex County Council, Free School Meals, Pupil Support, 2<sup>nd</sup> Floor, The Grange, County Hall, Chichester, PO19 1RG



## **About this form**

From September 2014 all children who are in reception, year 1 or year 2 in a state funded school have been eligible for free healthy school lunches. This is known as the Universal Infant Free School Meal. Children in other school year groups will also be offered a free school lunch if their parent is receiving any of the state benefits listed on the form.

## **Registering could raise money for your child's school**

Registering for a free school meal eligibility check could raise an extra grant of £1,320 per year, per child, for your child's primary school, or £935 per child for secondary schools, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from the government for every child whose parent is receiving one of the state benefits listed in the form. It is therefore important to register for a free school meal eligibility check, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

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

The information you provide in this form will be used by the County Council to confirm receipt of one of the listed state benefits. Once this is confirmed, it means that your child is eligible to have free school meals and that your child's school will receive the extra grant each year.

It is important that you tell your child's school whether you want your child to have the Universal Infant Free School Meal or free school meal if eligible. This will help schools to order the right number of meals and to reduce costs and food waste.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

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

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 concessions and services.