



Joy Lane Primary School

A Love of Learning, for Life, for All

March 2019

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

Dear Parents & Carers

Help obtain government funding for yourself and Joy Lane Primary School!

Did you know the government gives additional funding to schools for those children entitled to free school meals? All schools like Joy Lane use this money to obtain additional staff and resources that help improve the quality of education. To find out whether your child qualifies for free school meals, and hence whether Joy Lane Primary school would receive additional funding, please fill in the details requested on the attached form.



If your child used to receive free school meals but you no longer meet the criteria (after 1st April 2019), your child should continue to receive free school meals until the end of the Universal Credit rollout period (currently scheduled to end in March 2022).

Please contact the Family Liaison Team in strictest confidence if you feel you may be eligible for Free School meals or you would like help completing the forms.

REGISTRATION FORM

PUPIL PREMIUM FUNDING AND FREE SCHOOL MEALS

Please find attached the Registration Form for Pupil Premium and Free School Meals. Funding for schools for meals is calculated using the information this form provides. As such we would ask that **all** parents complete this form, even if you are not entitled to free school meals. This will ensure that our records are up to date and our funding is correct.

About this Form

From September 2014 all children who are in Reception, Year 1 or Year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for your child's school

Registering for Pupil Premium and Free School Meals will entitle the school up to an extra £1,300 per child, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, 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 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 children 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 their current school.

Thank you for completing this form and helping to 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 benefits and services.

I would like to thank you in advance for your support in this matter.

Yours sincerely

M Ashley-Jones

Mr M Ashley-Jones
Head of School



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FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child's school.

ABOUT YOUR CHILD/CHILDREN

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

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1			Parent/Guardian 2		
Last name	Mr/Mrs/Ms/Miss			Mr/Mrs/Ms/Miss		
First Name						
Date of Birth	DD	MM	YYYY	DD	MM	YYYY
National Insurance Number*						
National Asylum Support Service (NASS) Number*		/		/		
Daytime Telephone Number						
Mobile Number						
Email Address						
Address						
	Postcode:			Postcode:		

* Complete as appropriate



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CHILD'S NAME:

CLASS:.....

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you¹ are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

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:.....

¹ This includes those who have parental rights for the child/children named on this form.



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