



WEST GRANTHAM

Church of England Secondary Academy

Dear Parent/Carer

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

We offer an excellent hot food service at the academy. Details of our catering provision and menus are available on our website: <https://www.wgacademy.org.uk/parents/catering/>. We also offer all students a free breakfast of either bagels, cereals or porridge.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're 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

Registering for free meals could also raise an extra **£1,050** for your child's school, to fund valuable support like extra tuition, additional teaching staff, uniform and after school activities and trips.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete the attached form and return it to the main office.

We ask that all families complete this form so that they receive entitlement automatically should their situation change.

Thank you for your support.

Yours faithfully

Julie Rickerby
Operations Manager

WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY

Tel: 01476 405200 Email: office@wgacademy.org.uk Web: www.wgacademy.org.uk

Principal: Clare Barber

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	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name of Parent		
(Previous Last Names of Parent)		
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		
Address		
	Postcode:	Postcode:
Email address		

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

DECLARATION

I understand that the information I have given on this form is complete and accurate. 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/carer:

Name of parent/carer:

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 :

Please check you have entered all the information correctly before returning the form to the school. If you have a previous surname, please also provide this. It is essential that you provide the **surname which is attached to your benefit claim**. If we do not have the correct information, you will receive an automatic 'not eligible' letter. The correct information must be surname, date of birth and National Insurance Number of the parent as shown on your benefit claim. 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 additional funding your child's school will receive each year, this funding is called Pupil Premium. All pupils currently receive free meals in reception, year 1 and year 2. However, we would still like you to complete the information so that we can check if your child is eligible for Pupil Premium funding. Also, your child may be eligible to continue to receive free school meals when they are no longer in the infants. 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 their current school.

Privacy Statement

Lincolnshire County Council collect this information in order to process the free school meal application. We only share your personal information within the Council and with the relevant schools unless the law has allowed us to do so. To find out more information on how your data is processed and your rights, please see our Education and Skills privacy notice which can be accessed via our [website](#) or can be made available in alternative formats on request.

Further information and support

If you have any queries completing this form, please contact the school by email to office@wgacademy.org.uk or by telephone on 01476 405200. If you have queries regarding eligibility please email free_school_meals@lincolnshire.gov.uk or telephone the Customer Service Centre by telephone on 01522 782030.