



## Free School Meals – Guidance Notes

The form overleaf should be completed if you are applying for the first time or renewing your entitlement. Please take this form to Gladesmore Community School with evidence of your support benefit.

You **cannot** receive free school meals if you receive one of the following benefits:

- Contribution Based Job Seekers Allowance
- Working Tax Credit\*
- Incapacity Benefit \*\*
- State Pension Credit where you do not receive the 'Guaranteed element'

### Which support benefit do you currently receive?

Please complete the enclosed application form and submit **one** of the following support benefit evidence. The evidence must be no more than **two months old**.

- If you get **Income Support**, we need a letter dated within the last **two** months from Jobcentre Plus or the DWP showing you are entitled to this benefit or a bank statement dated within the last two months. You can only use this evidence if it details the exact type of benefit payment being credited to you. The bank statement must also show your national insurance number.
- If you get **Income Based Job Seekers Allowance**, we need a letter dated within the last **two** months from Jobcentre Plus or the DWP showing you are entitled to this benefit or bank statement dated within the last two months. You can only use this evidence if it details the exact type of benefit payment being credited to you. The bank statement must also show your national insurance number.
- If you get an income related employment and support allowance **ESA(IR)** we need a letter dated within the last **two** months from Jobcentre Plus or the DWP showing you are entitled to this benefit or a bank statement dated within the last two months. You can only use this evidence if it details the exact type of benefit payment being credited to you. The bank statement must also show your national insurance number, your name and address.
- If you only get **Child Tax Credit**, providing you are **not** entitled to Working Tax Credit and have an annual income (as assessed by Revenues and Customs) as of 6 April 2011 that does not exceed £16190 please submit your current form TC602 Final Award Notice 2011/12. We need to see all four pages.

**We do not accept child tax credit award notices as proof of Income Support or Income Based Job Seekers Allowance**

**\*Note:** From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches.

We will need to see your HM Custom and Revenues Tax Credit Decision Notice.

- If you get the **Guaranteed Element of State Pension Credit**, we need a Pension Credit Notice (M1000) dated within the last two months. Please note the letter **must state clearly 'Guaranteed element'**. Please submit all pages.

- If you are supported by **NASS or Social Services Asylum Team**, we need a letter from them dated within the last two months showing you are supported under Part VI of the Immigration and Asylum Act 1999. Your child(ren's) names must be on the letter.

Please also submit **one** of the following as proof of relationship to your child if this is your first application.

- **A letter from the Child Benefit Agency.** The letter must give the child(ren's) names.

**OR**

- **A long / full birth certificate showing child's name and parent(s) names.**

Please take your application form to Gladesmore Community School with your support benefit evidence.

If you have children at other Haringey Schools you must complete a separate form. Gladesmore Community School cannot accept an application form for other Haringey schools.