



The
Oakwood
Academy

The Oakwood Academy

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Warren Hill

Nottingham

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0115 9539323

admin@oakwoodacademy.org.uk

www.oakwoodacademy.org.uk

Headteacher: Mr A Gilbert

Executive Headteacher: Mr T Croft

6 September 2022

Dear Parent

APPLICATIONS FOR FREE SCHOOL MEALS

Last year, the government changed the date used for counting numbers of pupils eligible for free school meals for the purposes of working out extra funding due to schools. This is now based on the school census day in October (6th). It's therefore really important for our school that all pupils who meet the criteria have had their eligibility checked and confirmed before that date.

To be eligible for free school meals you must be in receipt of the following benefits:

- Income support
- Income-based Job Seekers Allowance
- Child Tax Credit, with no Working Tax Credit, with an income below £16,190
- Universal Credit
 - Universal Credit and employed – take home pay must be no more than £616.67 per month
- Support under the Immigration and Asylum Act 1999, under section 95

Please do not apply if you are receiving:

- Working Tax Credit, if so you are not entitled to free school meals no matter what your annual income is;
- Universal Credit and you or your partner you are living with are employed and your 'take home pay' is more than £616.67 a month
- Child Tax Credit with no Working Tax Credit, your annual income must be no more than £16,190 to receive free school meals.

If you feel you meet the eligibility criteria, we would be most grateful if you could please fill in the application form which is located at the link below and submit it to pupil.benefits@nottinghamcity.gov.uk

<https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/benefits-for-school-aged-children/free-school-meals-and-free-milk/>

If you have any queries regarding the completion of the form, please contact the Pupil Benefits Team. **Telephone: 0115 9154084** or Email: pupil.benefits@nottinghamcity.gov.uk

Please submit your application by 23 September 2022 at the latest to give the Pupil Benefits Team time to process the applications before the Autumn Term school census day.

Yours sincerely,

Ms S Byrne
Deputy Headteacher

Free school meals and/or school clothing allowance



1 Details of parent/legal guardian

The form should be completed by the parent/legal guardian who is in receipt of the qualifying benefit:

Title (Mr/Mrs/Miss/Ms)	Surname	First name(s)	
Address:			
Postcode		Email Address	
Home Phone		Mobile	
National Insurance number or Home Office number			Date of Birth

2 Partner's details

Title (Mr/Mrs/Miss/Ms)	Surname	First name(s)	
National Insurance number or Home Office number			
		Date of Birth	

3 Change of name or address

If you or your child/ren have changed name and/or address in the last year, please give previous details below:

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4 If you are eligible for free school meals, do you wish your child/ren to receive them? Y / N

5 Details of any children in the family

Please include in the boxes below details of all dependent children who are living with you and are in attendance at school or nursery. Please include the names of any children who will be starting school or full-time nursery in the next 12 months.

First name	Surname	Male/ Female	Date of birth	Name of school/nursery

6 School Clothing Payments – not required for students at academies

If you are eligible to receive school clothing allowance, we will pay the money directly into your bank account. Please complete your bank account details below:

Name and address of the bank or building society:

Bank sort code	<input type="text"/>
Account number	<input type="text"/>
Name of account holder(s)	

7 Qualifying confirmation

The qualifying benefits to be eligible to receive free school meals, free mail and/or school clothing allowance are:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance (Income Related)
- Guarantee element of Pension Credit
- Support under section 95 of the Immigration & Asylum Act 1999
- Universal Credit with an annual net earned income of £7,400 or below

Free School Meals only

- Your annual income is not more than £16,190 (as assessed by her Majesty's Revenue and Customs) and you are in receipt of Child Tax Credit
- **NOT WITH WORKING TAX**

School Clothing Allowance only

- Your annual income is not more than £16,190 (as assessed by Her Majesty's Revenue and Customs) and you are in receipt of Child Tax and/or Working Tax Credit
- **NOT FOR STUDENTS WHO ATTEND ACADEMIES**

You may be asked to provide proof of your entitlement to one of the above if we are unable to confirm your eligibility via online checks.

8 Declaration to be signed by ALL applicants

I understand that my entitlement to free school meals and/or school clothing allowance will continue only as long as I am in receipt of qualifying benefits. I will **immediately** inform the **Pupil Benefits Team** if my entitlement to **qualifying benefits end and/or the contact details for myself and/or my child/ren change**. I understand that I do not inform you of a change to my circumstances and my child/ren continues to receive free school meals or school clothing allowance I will have **to repay the amount in full**.

I declare that all of the information provided on this form and associated documents is complete and true and I authorise Nottingham City Council to take such steps as they consider necessary to verify the information provided.

I understand that you must protect the public funds that you handle and that you may use the information provided to prevent and detect fraud. You may also share this information with other organisations that handle public funds. I understand that to give false information may lead to prosecution.

Claimant:		Partner:	
Signed:		Signed	
Date:		Date:	

Once you have completed the application return the form to: pupil.benefits@nottinghamcity.gov.uk
Please note, it will be processed far quicker if you email the form, not post it.

Pupil Benefits Section
College Street Centre
College Street
Nottingham
NG1 5AQ

Tel: 0115 915 4084

FOR OFFICE USE ONLY

Received Date		FSM start	
Processed Date		SCA issue	
Assessed By		EMS Number(s)	
Benefits Confirmation	Proofs/OCP		