

Submit by email

Print Form

# Application for Free School Meals



Please fill in all sections so that your child's eligibility for Free School Meals (or your eligibility if you are applying for yourself) can be verified. You must indicate the benefit you are receiving.

If you have any questions, please call the Education Helpline on **0845 155 1019**.

## 1 Your name and address

Title	<input type="text"/>	Initial(s)	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
Postcode	<input type="text"/>	email	<input type="text"/>		
Tel:	<input type="text"/>	Relationship to child(ren)	<input type="text"/>		

## 2 You and your partner (living at the address above)

Title	Forname and surname	Date of birth	National Insurance Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3 Your children attending a school or sixth form in Devon\*, for whom you are applying

Forname	Surname	Gender	Date of birth	School attended	Start date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4 Your benefits - please select the benefit you receive which entitles you to Free School Meals

- |   |   |
|---|---|
| <input type="checkbox"/> Income Support   | <input type="checkbox"/> Employment and Support Allowance (income related)                                  |
| <input type="checkbox"/> Income-based Jobseeker's Allowance                     | <input type="checkbox"/> Guaranteed element of Pension Credit   |
| <input type="checkbox"/> Support under Part VI, Immigration and Asylum Act 1999 | <input type="checkbox"/> Child Tax Credit <b>without</b> Working Tax Credit and annual income below £16,190 |

## 5 Your declaration

I confirm that as far as I know, the information I have given above is correct. I will tell you immediately if my details or circumstances change. I wish for Devon County Council to be able to assess my claim in future by a secure computer link with the Department for Education. I authorise Devon County Council to use my information to process my claim for Free School Meals and to contact other sources as allowed by law to verify my initial and continuing entitlement.

Your signature

Date



### Please post completed forms to:

Admissions Team, One Capital Court, Sowton, Exeter EX2 7FW,  
email to [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk) or return to school.

**Helpline 0845 155 1019**

## Important

You no longer need to reapply; once we have your details on record we will do regular checks to see whether you are still entitled.

In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes in benefits or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals!

\*Applications for Free School Meals are administered by Devon County Council (DCC) for state-funded schools and academies. You should apply to Devon if your child(ren) attend a Devon school. DCC are also responsible for Free School Meals applications for Plymstock School, Coombe Dean School and Oreston Community Academy. If your child(ren) attend these schools you need to apply to DCC.

### How do I qualify?

If you receive **any** of these benefits then you will be entitled to Free School Meals:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit **without** Working Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190
- Income based Jobseeker's Allowance (IBJA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed but are still receiving Working Tax Credits, you may be entitled to Free School Meals, please call us on **0845 155 1019** for advice.

### How do I apply?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or send it to:  
**Admissions Team, One Capital Court, Bittern Road, Sowton, Exeter EX2 7FW.**
3. We will then enter your details onto the online system and it will tell us if you are entitled or not.
4. We will then send you a letter with our decision, usually within 5-10 working days.
5. If it states **Authorised**: we will inform the school and your child will be able to receive Free School Meals.
6. If it states **Not Authorised**: if you still believe you are entitled, please call **0845 155 1019** for advice, we may need you to send us evidence that you are in receipt of a qualifying benefit.

**You do not need to send evidence with this application,  
if we need evidence at a later date we will contact you.**