

FREE SCHOOL MEALS

Notes of Guidance – Please keep these notes for reference

Legal Background

Free School Meals are administered by The Appleton School and the qualifying rules are decided by Central Government.

Do you qualify?

Parents or guardians receiving the following benefits can use this form to claim Free School Meals.

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual taxable income of less than £16190
- Pension Guarantee Credit

You will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.

Free School Meals can only be given on the basis of a completed and approved application and cannot be backdated.

If your benefit ceases, your annual taxable income increases to over £16190 or you are awarded Working Tax Credit, your child does not then qualify for free meals and you must let The Appleton School know immediately. You will be required to repay the money to the school for meals taken if you continue to claim them when your child is no longer entitled.

Application Process

When an application has been agreed the school will send a letter to the parent/guardian. Entitlement is reviewed termly and a letter will be sent to the parent/guardian if entitlement has ceased.

Applications have to be renewed every academic year. We will write to remind you to re-apply before the end of the academic year.

Personal Visits

If you wish to make a personal visit to discuss your situation or for assistance to complete the application form, please contact Finance on 01268 794215 Option 5 to make an appointment.