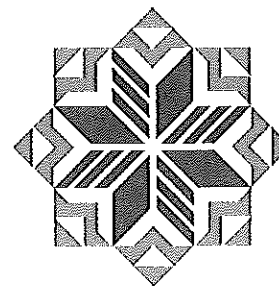


4 January 2012



— THE —
ELMGREEN
— SCHOOL —

John Wilkinson MA NPQH
Headteacher

Dear Families

Pupil Premium and Eligibility for Free School Meals

You will know from the media that the government is providing additional funding to schools in the form of a pupil premium. This is a flat rate for each student who is entitled to a free school meal. In order for the school to receive the maximum level of funding it is important that all students who may be entitled to a free school meal are identified.

If you are in receipt of any of the following you are entitled to a free school meal:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- The Guarantee element of the State Pension Credit.
- Income related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less than 16 hours per week

Working with Lambeth Children's and Young Peoples Service we can now check your eligibility very simply with only the minimum of information being required. If you are not claiming for a free school meal and believe you are entitled to one please complete the attached form and return it to the school by Thursday 12 January. I realise that this is a very short time frame but we need to make sure that the figures are included in the January student census on 19 January.

Should you not be sure about entitlement please complete the form and return it and we can check for you.

We would ask you to make an application even if you do not intend to eat a school lunch as it will help the school maximise its income. We do hope however that your child will take the opportunity of a meal at lunch time.

The form can also be found on our website.

Yours sincerely

John Wilkinson
Headteacher



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website www.the-elmgreen-school.org.uk

FREE SCHOOL MEAL APPLICATION FORM 2011-12

CHILDREN WHOSE PARENTS/CARERS RECEIVE ANY OF THE FOLLOWING ARE ENTITLED TO FREE SCHOOL MEALS:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- The Guarantee element of the State Pension Credit.
- Income related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less than 16 hours per week

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

Administration for the provision of free school meals is undertaken by the school. This form should be completed and returned to your child's school.

1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter:

INITIAL: TITLE: DATE OF BIRTH: / / dd/mm/yyyy

NATIONAL INSURANCE NUMBER OR NATIONAL ASYLUM SEEKER NUMBER:

OR / /

2. DETAILS OF CHILD / CHILDREN REQUIRING FREE SCHOOL MEALS

SURNAME	FIRST NAME	DATE OF BIRTH

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that I will be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement to free school lunches.

I have read and I understand the above declaration.

SIGNATURE _____ (Parent/Guardian) DATE _____