



**PARENT/GUARDIAN DETAILS**

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First name		
Date of birth (DD/MM/YYYY)		
National insurance number		
National Asylum Support Service (NASS) Number		
Daytime telephone number		
Mobile number		
Address		
	Postcode:	Postcode:
Email address		

**FAMILY INCOME AND BENEFITS DETAILS**

If you receive any of the benefits listed below please place an X in the box

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

**Universal Credit:**

If you are in receipt of Universal Credit, is your net earned family income over £7,400 per year?  
(Please place an X in the appropriate box.)

Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

Yes                       No                       Unsure

**Child Tax Credit:**

If you are in receipt of Child Tax Credit, is your joint gross annual income over £16,190 per year?  
(Please place an X in the appropriate box.)

Your joint gross income is your household income before taxes are taken into account.

Yes                       No                       Unsure

If you are not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals please place an X in this box.

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I give permission for Field Junior School to complete the application on my behalf but I take responsibility to notify the local authority in writing of any changes in my family's financial circumstances as set out in this form.

Signature of parent/guardian.....

Date.....

Thank you for taking the time to complete the form and helping make sure your child's school is as well funded as possible.

**How the information in this form will be used:**

The information you provide in this form will be used by Hertfordshire County Council to confirm receipt of one of the listed welfare benefits.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other council departments to offer benefits and services.