



**Borrow Wood Primary School**  
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Head teacher  
**Miss Zoe Fletcher**

Dear Parents/Carers

### **REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM**

You will be aware of the challenges facing school budgets. One of the ways we can ensure Borrow Wood School is getting its fair share of the money it is entitled to, is to make sure that all of our children who are entitled to Free School Meals are REGISTERED.

We have been looking at our Pupil Premium Funding – this is money that comes into schools to support disadvantaged children. Schools only receive this money, however, if parents/carers register their child/children. We have noticed big differences in year groups across school, which is making us think that many children are not registered. For example, in Year 6, 26% of our children are in receipt of Pupil Premium funding but only 3% in Year 1.

We believe that one reason the numbers, and therefore the funding, has dropped is linked to the introduction of *Universal Infant Free School Meals in 2014*. This was when all children in Reception, Year 1 and Year 2 were given an entitlement to a Free School Meal. It is from this point that we have seen a reduction in our Pupil Premium Funding.

It is important to note that every child that is registered brings into the school budget an additional £1,385. That means if 15 children are not registered, Borrow Wood loses out on almost £20,000 of funding. This is equivalent to a full time teaching assistant or a part-time teacher being available to work with our children.

**We really do need everyone to complete the form so that we can be sure we are receiving our full budget.**

Below is further information about the attached form published by the Department for Education.

#### **About this form**

**All children who are in Reception, Year 1 or Year 2 in a state-funded school are offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.**

#### **Registering could raise money for your child's school**

Registering for free meals could raise an extra £1,385 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities. **Please note this applies to pupils in year groups: - Reception to Y6.**

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in Reception, Year 1 or Year 2, so that your child's school receives as much funding as possible.

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

The information you provide in this form will be processed by school to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

**The information will also be used in relation to children in Year 3 or above to decide whether they are eligible for free school meals.**

You only need to complete this form once and it will last for the duration of your child's time at their current school.

**Thank you for completing this form and helping to make sure Borrow Wood Primary School is as well funded as possible.**

Regards

Zoe Fletcher

## **REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM**

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra **£1,385** for your child's primary school to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's school.

**Or you can complete this online by going to: <https://www.cloudforedu.org.uk/ofsm/link2ict>**

### **ABOUT YOUR CHILD/CHILDREN**

Child's Last Name	Child's First Name	Child's Date of Birth DD MM YYYY			Name of School

**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:

**FAMILY INCOME AND BENEFIT DETAILS**

If you receive any of the benefits listed below, please place an X in this 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're 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 only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date:.....

**Thank you for completing this form and helping to 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 to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

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.