

**Application for Pupil Support for Full Time Pupils**

**NOTE: This form must be completed and signed by the person whose name is on the Benefit Letter AND the letter stating entitlement to Child Tax Credit, Working Tax Credit, or other documents. His / her name **MUST** be entered as the applicant.**

**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.

**DETAILS OF CLAIMANT:**

	Parent/Guardian 1	Parent/Guardian 2
<b>Last Name</b>		
<b>First Name</b>		
<b>Date of Birth</b>	<b>DD</b>	<b>MM</b>
	<b>YYYY</b>	<b>DD</b>
	<b>MM</b>	<b>YYYY</b>
<b>National Insurance Number</b>		
<b>National Asylum Support Service (NASS) Number</b>		
<b>Daytime Telephone Number</b>		
<b>Mobile Number</b>		
<b>Address</b>		
	<b>Postcode:</b>	<b>Postcode:</b>

**Details of children at Moorhead who you wish to claim Free School Meals for:**

Child's Last Name	Child's First Name	Child's Date of Birth	Age	M / F

<b>Is this your first claim to Landau Forte Academy Moorhead?</b>	<b>YES / NO</b> Delete as appropriate
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<b>Please state if single parent family</b>	<b>YES / NO</b> Delete as appropriate
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**Proof that you are eligible to claim free meals must be produced within the application. Please read the information on Support Payments which tells you what documents we need to see.**

## Support Payments entitling Parent/Carer to make a claim for free meals are:

- **Income Support – IS**  
Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.
- **Income Based Jobseekers Allowance – IBJSA**  
Please provide a recent letter about your Job Seekers Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp your form for you.
- **Income Related Employment & Support Allowance – ESA**  
Please provide a recent Department for Work & Pensions (DWP) letter about your Employment & Support Allowance (no more than 6 months old) or the DWP can stamp your form for you.
- **Support under Part VI of the Immigration and Asylum Act 1999**  
Please provide a recent Home Office letter (no more than 6 months old) **OR** ask your Housing Association to stamp the form for you.
- **Guarantee Element of State Pension Credit**  
Please provide your most recent Pension Credit M1000 Notice.
- **Child Tax Credit (but NOT Working Tax Credit)**  
You can make a claim under this category if your annual household income (assessed by the Inland Revenue) does not exceed £16,190 **AND** you do not receive Working Tax Credit. Please provide your most recent Tax Credit Award Notice. **PLEASE NOTE IF YOU ARE RECEIVING WORKING TAX CREDIT, OR IF YOU HAVE A PARTNER AND THEY ARE RECEIVING WORKING TAX CREDIT, REGARDLESS OF INCOME, YOU WILL NOT QUALIFY.**
- **Working Tax Credit run-on**  
Paid for four weeks after you stop qualifying for Working Tax Credit.
- **Universal Credit.**  
Please provide a copy of your Universal Credit Statement from your most recent assessment period. Applicants are only eligible provided they have an annual net earned income which does not exceed £7,400, (£616.67 per month).

**N.B. We can only accept complete documents (all pages, even if blank). Photocopies are not accepted.**

<b>Address of Benefit Office from which you are claiming:</b>	
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### DECLARATION

- I understand that my entitlement to free school meals will only continue as long as I receive one of the relevant Support Payments as outlined above.
- I will inform you immediately if my entitlement to any of the Support Payments is terminated.
- I understand that if I do not inform you and my child/ren continues to receive free meals, I will have to repay the cost of any meals taken.
- I will inform you immediately if I change my address.
- I declare that I am legally responsible for the child/ren I am claiming for.
- I certify that the above statement and information given by me on this form is complete and accurate. I understand that my personal information is held securely and I authorise Landau Forte Academy Moorhead to take such steps as they consider necessary to verify the same.

<b>Signature of Applicant/Claimant:</b>		<b>Date:</b>	
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### A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

#### Notes:

- 1 Free meals are only available to pupils whose parents/guardians are receiving one of the Support Payments for the child/children.
- 2 This form must be completed by the person who claims the Support Payment in the household.

**Please return the completed form to:**

**Mrs S Tatem  
Landau Forte Academy Moorhead  
Brackens Lane, Alvaston,  
Derby, DE24 0AN**

**(May 2018)**

Thank you for completing this form and helping to make sure Landau Forte Academy Moorhead is as well funded as possible.

## Landau Forte Academy Moorhead Pupil Support Scheme

Pupil Support, including free meals, is at the discretion of the Academy. Meal points and other support is neither transferable or for resale. Failure to observe these rules will result in cancellation. Support available is listed in the table below.

**Discretionary Payments:** In exceptional circumstances, and solely at its discretion, the Academy may provide similar assistance to parents who do not receive the allowances and credits outlined above.

Family Circumstances	Free Meals	Academy Dress Code Allowance
	Reception – Year 6	Reception – Year 6
Income Support	Yes	£30
Income Based Job Seeker's Allowance	Yes	£30
Child Tax Credit, but not entitled to Working Tax Credit.	Yes	*Discretionary
Income Related Employment & Support Allowance	Yes	*Discretionary
Guarantee element of State Pension Credit	Yes	No
Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999	Yes	*Discretionary
Working Tax Credit	No	No
Working Tax Credit run-on	No	No
Universal Credit	Yes	*Discretionary

**\*Discretionary** – please write a short letter of consideration to the Headteacher should you wish to receive any discretionary support listed above.

**F Smith (May 2018)**  
Headteacher