

APPLICATION FOR FREE SCHOOL MEALS (Issue 9)

To apply for free school meals please complete, sign and return this form to the above address or to your child's school. The application will be delayed if you do not complete all sections.

1 ELIGIBILITY:

- Parents/Guardians in receipt of Working Tax Credit **ARE NOT** eligible to apply for free school meals

2 PARENT/GUARDIAN with qualifying detail:

Parent/Guardian Full Name (inc. middle names). Please circle correct title. Mr / Mrs / Miss

Address:

Post Code:

Contact Tel. No:

Parent/Guardian Date of Birth:

National Insurance Number:

3 CHILD/CHILDREN REQUIRING FREE SCHOOL MEALS

Please complete the last column if your child is changing schools in September e.g. Primary to Secondary.

Full Name of Child	Date of Birth	Name of School Attending	Name of New School Attending in Sept

Please read this declaration carefully before you sign and date this form.

I confirm that the above details are correct and understand that I must let you know about any change in my circumstances that might affect my claim.

Caerphilly County Borough Council Free School Meals Section will use the information you provide to process your claim for free school meals and will inform the relevant school(s) of entitlement.

The Free School Meals Section may contact other Caerphilly County Borough Council Departments, The Department of Work and Pensions, The Inland Revenue and The Welsh Assembly Government to verify initial and ongoing entitlement.

PLEASE SIGN THIS FORM BEFORE RETURNING TO THE ADDRESS ABOVE

Signature of Parent/Guardian

Date.....

We will contact you regarding the outcome of your application as soon as the form has been processed; approximately 5 working days from receipt. If you have any questions about the way your data is used, or if you would like to see a copy of the data that is held on you, please contact Corporate Information Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. Tel 01443 864320/3041. Email: foi@caerphilly.gov.uk