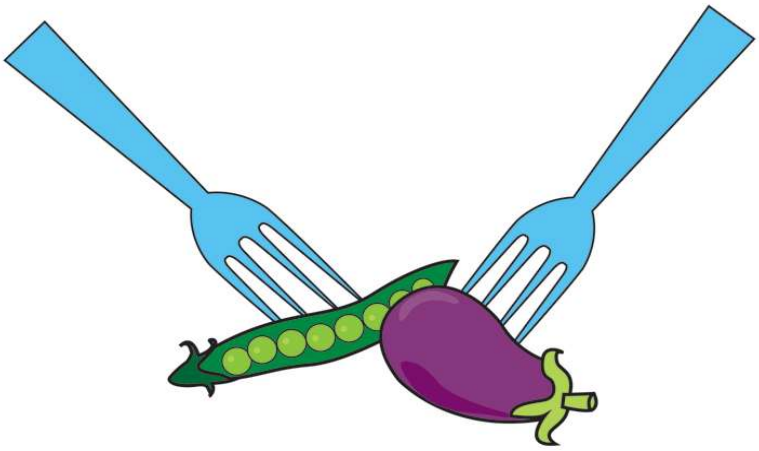

Pupil Support Benefits
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SE6 4RU

Contact us online at
www.lewisham.gov.uk/psenquiry

Dear Parent/Guardian

Published June 2026

Free School Meals (FSM)

From the start of the 2026 to 2027 academic year the government is expanding FSM eligibility to all children from households in receipt of Universal Credit regardless of household earnings. Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999

A pupil is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

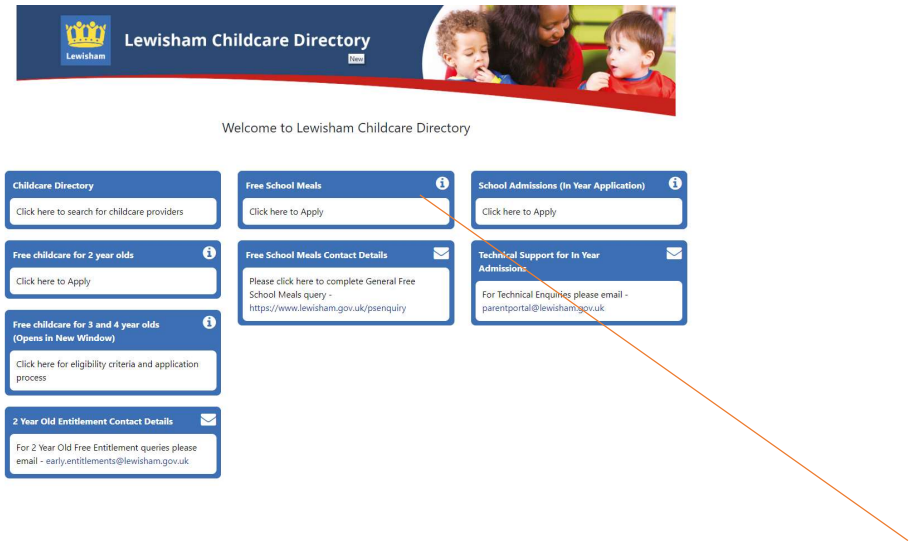
Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for families with no recourse to public funds (Providing free school meals to families with no recourse to public funds (NRPF) - GOV.UK) and a separate form is available to download from our website

There will be 2 categories of benefits-based free school meals:

- Targeted FSM, which continues to be based on the existing threshold, covering pupils who are in households in receipt of Universal Credit with annual household earnings of £7,400 or less
- Expanded FSM, a new category covering pupils who do not qualify for targeted FSM, but who are in households receiving Universal Credit

To apply for Free School Meals please go to
https://eyproviders.lewisham.gov.uk/SynergyWeb/

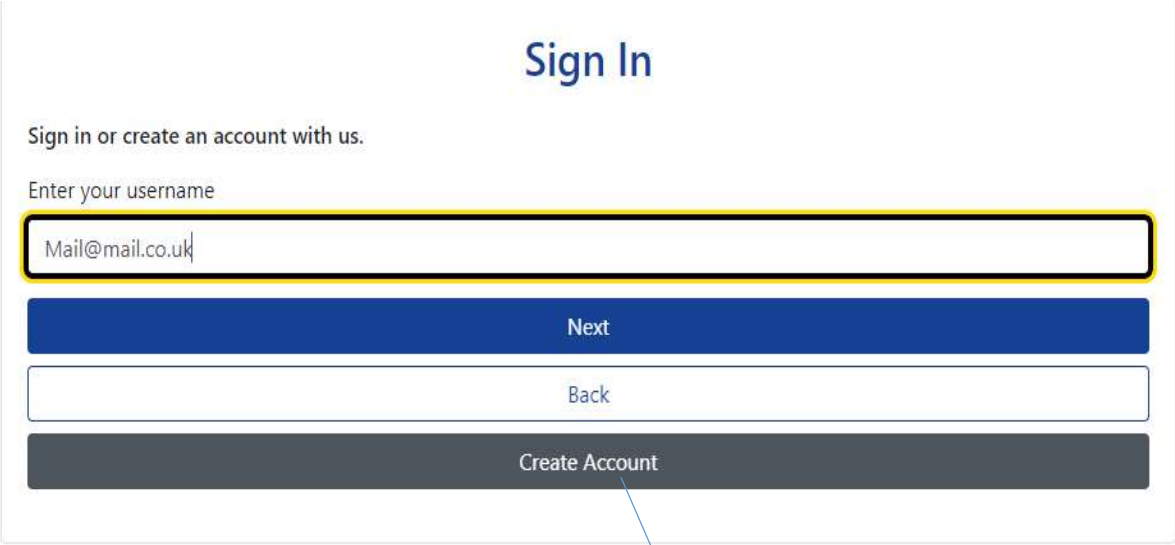


You will need to create an account or log into an existing account and submit an online application.

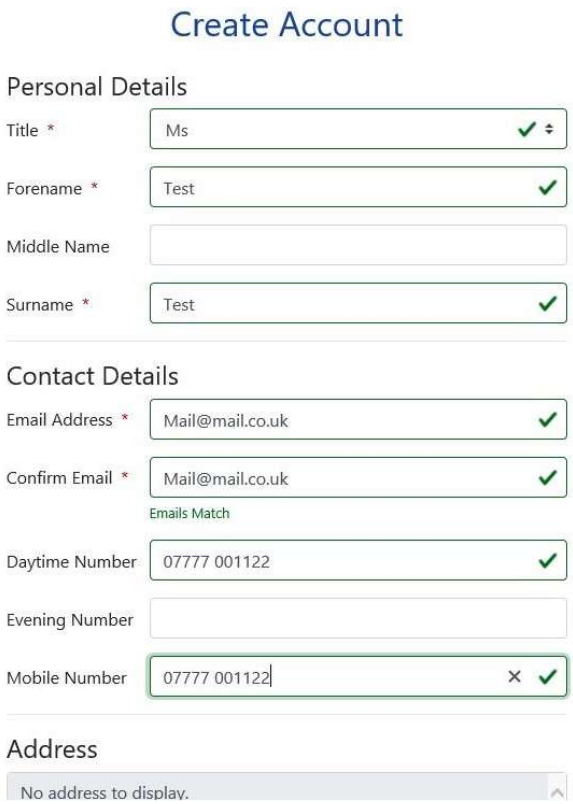
To create an account please add the following information:

- Your full name and date of birth as registered with HMRC(Tax Office) or DWP (Child Benefit and Universal Credit)
- Your full address as registered with the above agencies (if your address is out of the borough you will receive a warning banner; please scroll to the bottom of the page and press continue)
- Your email address

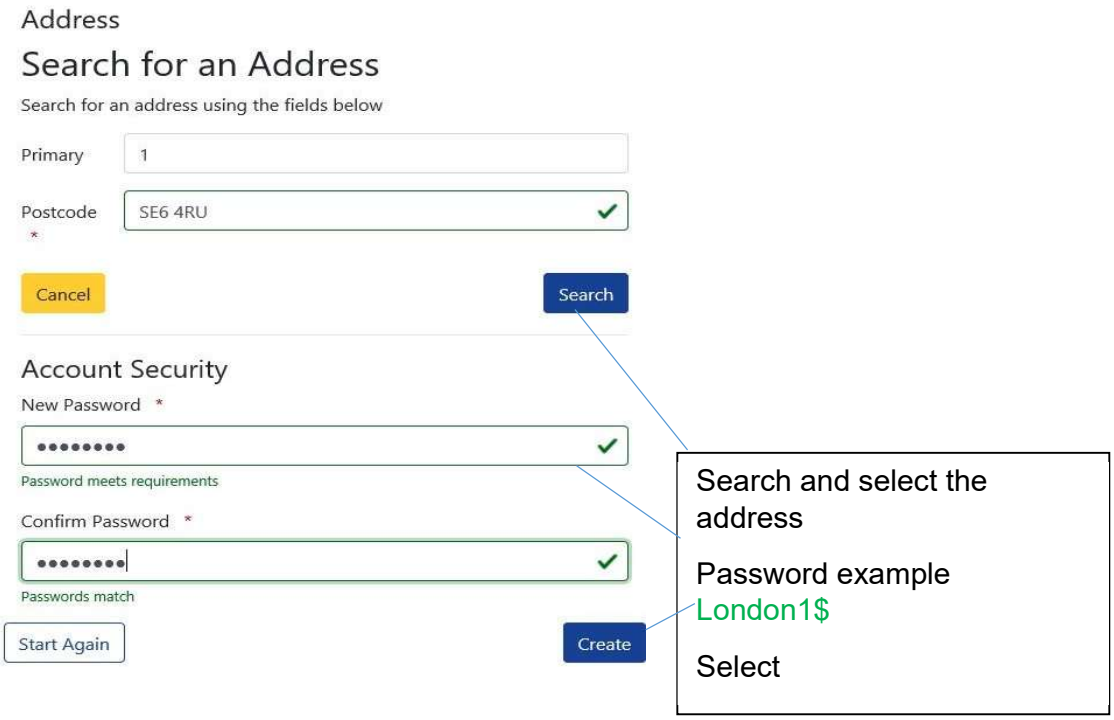
Once you are registered an e-mail notification will be sent requesting you to verify your account. Click on the link to access the online application.

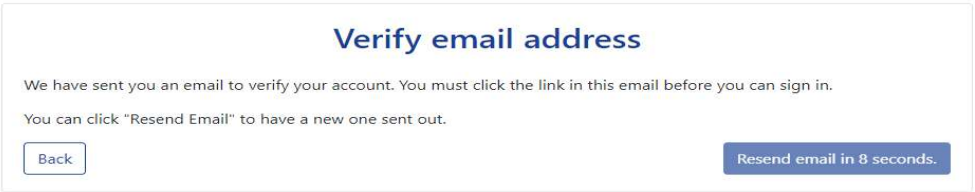


Select unless you have an existing account



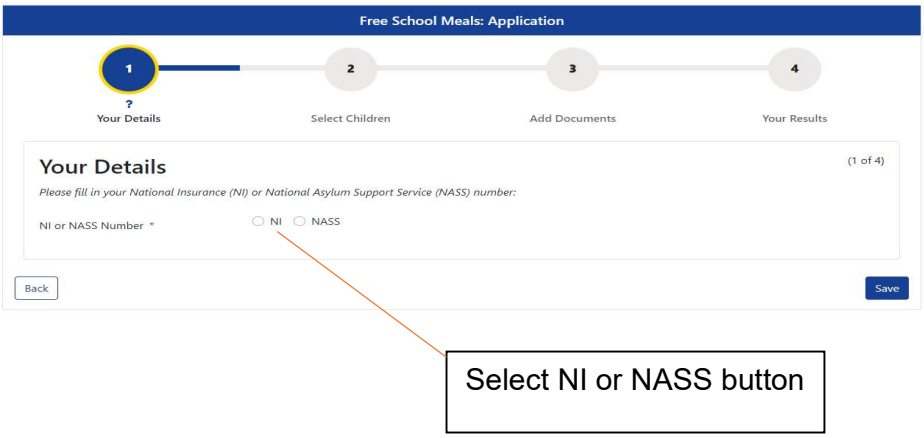
Enter YOUR details as the record will be for YOU and will list your children. Children can be added after the email address is verified

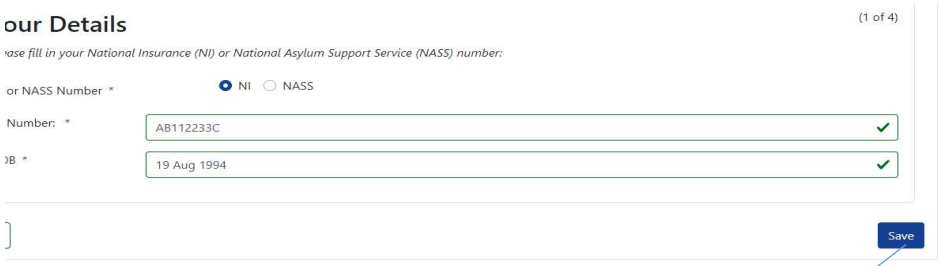




To complete the online form please enter the following mandatory information:

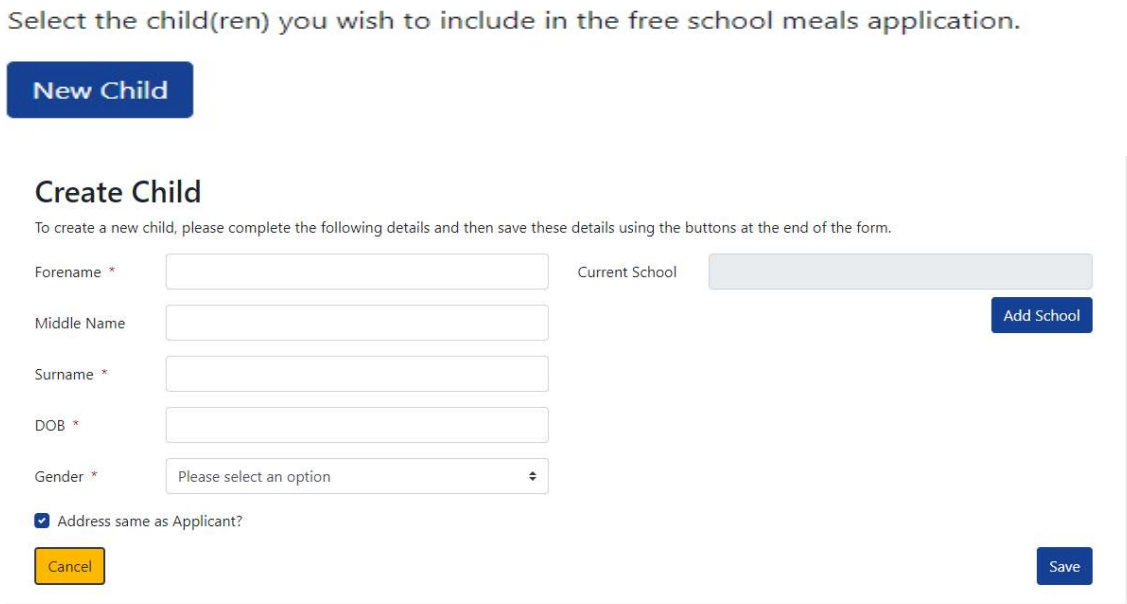
- Your National Insurance number (NINO) in full as registered with HMRC and DWP
- Your date of birth in full as registered with HMRC and DWP





Confirm your details and save

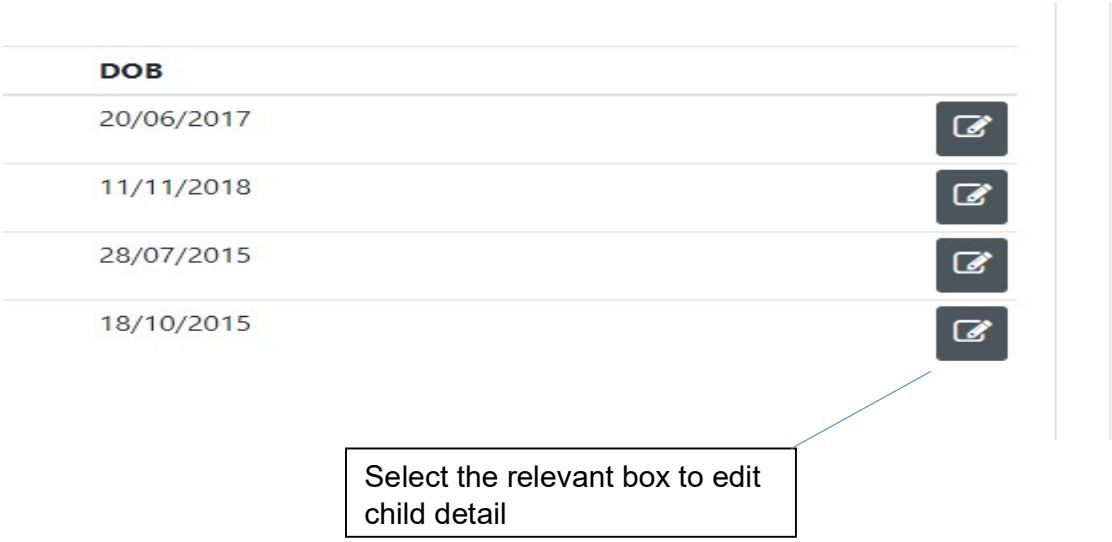
You will then see your saved details or add your NI (or NASS) number and date of birth. (Please note that if you are No Recourse to Public Funds you should contact Pupil Support on the enquiry link at the top of this guide for more information)



Please add all of your children who are of school age including the following details for each child (If your child is already on your record you do not need to add them. You can check the children already added by scrolling down the screen):

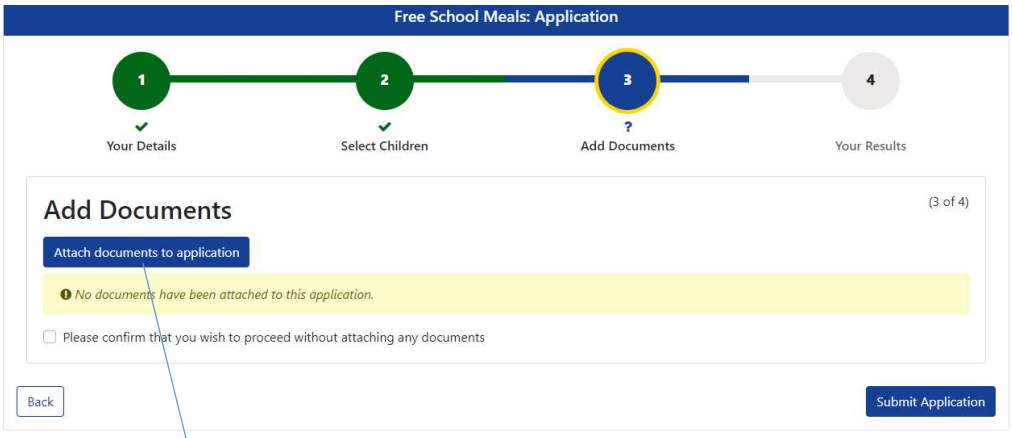
- Your child's full name as shown on their birth certificate
- Your child's date of birth in full
- Your child's gender
- The name of the school they are attending - this is not mandatory and can be left blank, or select a school from the options in the drop-down list (if your child's school does not appear in this list please leave blank as we will check with the admissions team)

Edit Child detail



Select the relevant box to edit child detail

Completing the application

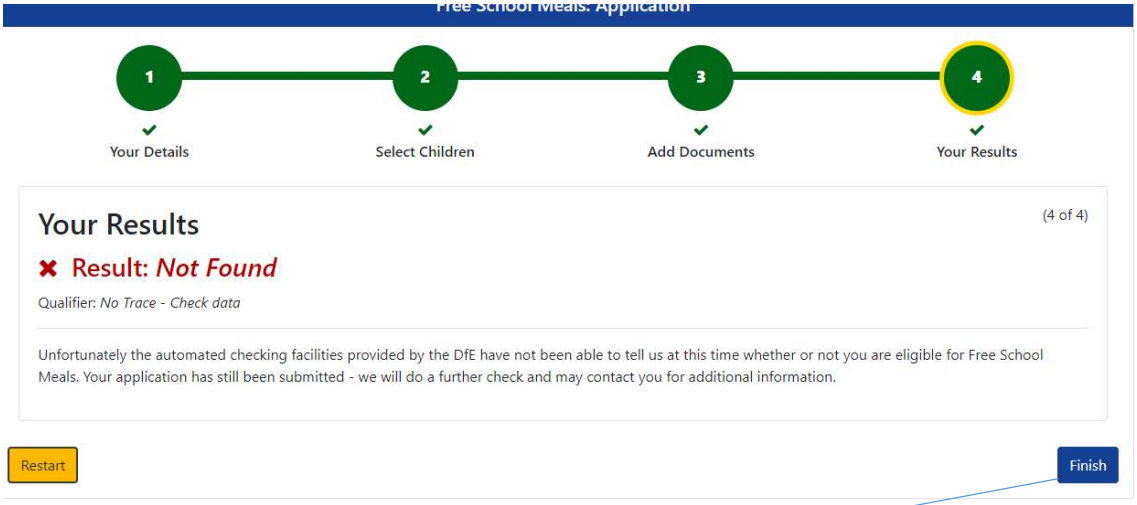


You do not need to upload any documents at the time of the application. If we require further information from you, we will request it to be provided by an alternative method. A successful application requires no further documentation, however if you wish to upload any documents you can do so here.

Please tick the box to confirm you wish to proceed without attaching documents.

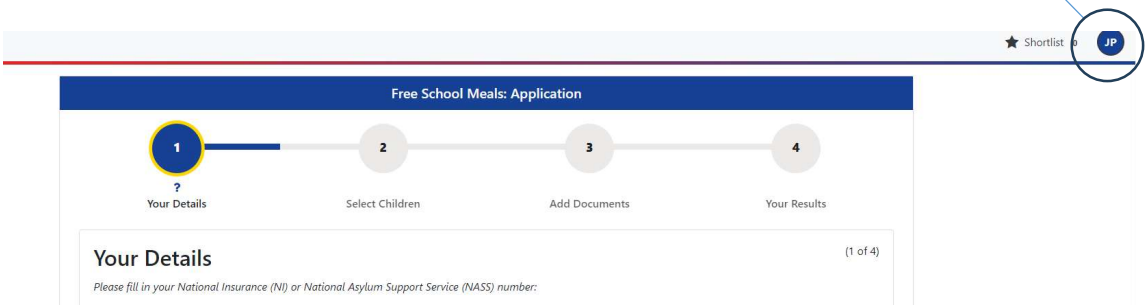
Submit the application using the button shown above.

After you have submitted the online form you will see the confirmation screen.



Select finish to submit the application and return to the home screen should you wish to apply for another service.

Please ensure you sign out of the system by selecting the blue button with your initials in at the top right hand side of the page.



This allows you to amend your personal details (change address or correct errors) in the Account Management option or Sign Out

What happens next

Once your application has been submitted and processed a letter will be sent to you advising you of the outcome of the application.

If your application is successful for targeted FSM your child's school can claim the Pupil Premium funding of £1550.00 for primary pupils, or £1100.00 for secondary pupils to benefit your child.

PLEASE NOTE

August and September are the busiest times for applications and can lead to delays in processing. Please try to avoid these times if possible.

(Reception Year and Year 7 applications can be processed from End of July onwards.

This will ensure that eligible children will be authorised from the first day of autumn term. The check result is valid for the full academic year.

All eligible children will be subject to yearly rechecks to confirm ongoing entitlement.

If the result shows that the family is no longer entitled you will have to pay for meals for your child/ren).