



**Pupil Support
Benefits**
4th Floor
Laurence House
Catford
London
SE6 4RU

www.lewisham.gov.uk/psenquiry

Dear Parent/Guardian

Free School Meals

If you are in receipt of any of the following benefits you may be eligible to receive Free School Meals for your child:

- **Universal Credit – net earnings threshold of £7400 from April 2018**
- **Income Support**
- **Income-based Jobseekers Allowance or Employment and Support Allowance**
- **Child Tax Credit – net earnings threshold of £16190.00 from April 2018**
- **Guarantee element of pension credit**
- **Support under Part VI of the Immigration and Asylum Act 1999**

To apply for Free School Meals please go to www.lewisham.gov.uk/freeschoolmeals

You will need to create an 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
- Your full address as registered with HMRC (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.

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

- Your National Insurance number (NINO) in full as registered with HMRC
- Your date of birth in full as registered with HMRC
- Your contact details in full preferably your e-mail address and telephone number

Please add all of your children who are of school age including the following details for each child:

- Your child's full name as shown on their birth certificate
- Your child's full address
- Your child's date of birth in full
- The name of the school they are attending and the date they started

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 your child's school can claim the Pupil Premium funding of £1320.00 for primary pupils, or £935.00 for secondary pupils to benefit your child.

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 April onwards. This follows the introduction of Transitional Protection by the government in April 2018 which guarantees all children of successful applications will remain eligible until the end of Universal Credit Rollout in 2022)