



# Parent registration form - Free school meals, Pupil Premium/EY Pupil Premium and School Clothing Allowance

We need information about you and your child, so that we can provide them with the best education and support and ensure the school receives all the government funding to which it is entitled. Please complete this form in black or blue ballpoint pen and return it to your child's school.

## 1. PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Title (Mr/Mrs/Miss/Ms)		
Surname/Last name		
First Name		
Date of Birth	D M Y	D M Y
National Insurance Number*		
Relationship to child/children		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Email address		
Address		
	Postcode:	Postcode:

## 2. ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Male/Female	Child's Date of Birth	Name of School
			D MM Y	
			DD MM YYY Y	

### 3. CHANGE OF NAME OR ADDRESS

If you or your child/ren have changed name/or address in the last year please give previous details below:

### 4. FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes  No

If you ticked no, please place an X in this box if you are in **receipt of** any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

**You may be asked to provide proof of your entitlement to one of the above if we are unable to confirm your eligibility via online checks.**

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible.

### ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangements order and you would like your child to attract the pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes  No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes  No

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes

No

**If eligible, please tick below to indicate which pupil benefits you would wish to register for:**

**Free School Meals**

**School Clothing Allowance**

**Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.**

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child's nursery, childminder or pre-school is eligible for extra funds through the early years pupil premium. This form and a copy of the relevant order should be returned either to your local authority or your child's setting to enable funding to be allocated. If you decide to return this information to the local authority, please ask your child's nursery/childminder for the most appropriate address.

## DECLARATION

I declare that all of the information provided on this form and associated documents is complete and true and I authorise Nottingham City Council to take such steps as they consider necessary to verify the information provided.

I understand that, where applicable, entitlement to free school meals and school clothing allowance will continue as long as I am in receipt of qualifying benefits. I will immediately inform the Pupil Benefits Team if my entitlement to qualifying benefits ends and/or the contact details for myself and/or my child/ren change. I understand that if I do not inform you of a change to my circumstances and my children continues to receive free school meals or school clothing allowance I will have to repay the amount in full.

I understand that you must protect public funds that you handle and that you may use the information provided to prevent and detect fraud. You may also share this information with other organisations that handle public funds. I understand that to give false information may lead to prosecution.

Signature of parent/guardian: .....

Date:.....

**FOR OFFICE USE ONLY**

	Date Received			FSM start		
	Date Processed			SCA issue		
	Assessed By			EMS number(s)		
	Benefits Confirmation	Proofs/OCP				

### About this form

#### Registering could result in extra funding for your child's school

For each eligible primary pupil in reception upwards, your child's school will receive an extra £1,320 a year in pupil premium funding. Additionally, the new Early Years Pupil Premium which is being introduced in April 2015 will raise an extra £300 for each eligible nursery aged pupil. This can be used to fund valuable extra support like extra tuition, additional teaching staff or after school activities.

#### Registering could result in extra support for your child

From September 2014 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 lunch if their parent is receiving any of the listed welfare benefits. Your child may also qualify for a school clothing allowance.

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

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit data provided by HMRC and DWP. We would like your consent to make this check. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**