

# Application Form for Universal Infant Free School Meals and Pupil Premium



To enable the school to know whether to reserve a free meal for your child(ren) or not and for your school to receive pupil premium (if you qualify), please complete this form.

**Important: All sections must be filled in clearly in BLOCK CAPITALS** and if you receive benefits, must be completed by the person claiming the qualifying benefit. If you have any questions, please speak to the school or call the Helpline on 0300 123 2224.

1. Details about you										
Legal Surname	Legal Forename	Title	Date of Birth	National Insurance Number or National Asylum Support Number						

**2. Your address:**

Address: \_\_\_\_\_

Post Code \_\_\_\_\_ Relationship to child(ren): \_\_\_\_\_

Telephone Number(s): Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Contact e-mail address (Please PRINT): \_\_\_\_\_

Child(ren)'s Address: \_\_\_\_\_ Post Code \_\_\_\_\_  
(if different)

3. Details of each dependant child that you wish to claim for in Somerset (include all children):					
Legal Surname	Legal Forename	Date of Birth	Name of School Attending	Do you have Parental Responsibility?	Do you want your child to receive a free meal?*

\*If your child has any dietary requirements, please speak to the school about this.

Please read our privacy notice that can be found on the next page.

**4. Declaration:** I confirm that the information I have given above is correct and that I have read and understand the privacy notice. I will tell you immediately if my details (for example address) or my circumstances change. I understand if I qualify for pupil premium this application will be treated as an application for free school meals and my details will be logged on the free school meal system with Somerset County Council and if I have provided an e-mail address, I will be e-mailed the acceptance letter.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to your school office.



Office Use Only

Eligible?	Core Data	EMS	Letter Sent
Y/N			

## Privacy Notice:

### Notification regarding the processing of personal data supplied on this form



**Data Controller:** Somerset County Council

**Data Protection Officer contact:** [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing:** The information requested will be used for processing your child(ren)'s Free School Meals and Pupil Premium claim.

**Legal basis for processing:** We are processing your personal data because we are required to do so by law.

**By Law:** Education Act 1996

**Legitimate Interests:** SCC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.

**Data Sharing:** The personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any schools that your child(ren) attend as well as Somerset County Councils software supplier and the Department for Education.

**Transfers abroad:** This data is held within the EU and is accessible by the approved application provider.

**Data Retention:** The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights:** You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to process your application for Free School Meals and Pupil Premium.

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)

## Universal Infant Free School Meals and Pupil Premium

Every infant child in Reception, Year 1 and 2 is entitled to have a free meal at school. The Government has made this decision because a good lunch makes an enormous difference to children's health, development and ability to learn. It is also important that children develop good healthy eating habits to combat the rising problem of childhood obesity. If you would like your child or children to receive a free meal at school, you must complete the application form overleaf and return it to your school office.

### Pupil Premium

You don't have to be in receipt of a benefit to take advantage of a free meal at school. They are available for all infant children. However, schools receive extra funding for children that come from families on low incomes. This is called Pupil Premium. This money is sent to schools by Central Government based on the numbers of pupils in the school who are eligible for Free School Meals (FSM). The Pupil Premium will be used specifically within school to help eligible children reach their full potential, both academically and socially. If you would like to find out how your school uses its pupil premium, please look on their website or speak to your school.



SOMERSET  
County Council