



## APPLICATION FORM FOR PUPIL PREMIUM

Children in reception classes and above and whose parent/carer receives one of the support payments listed overleaf may be entitled to receive support from the school such as Free School Meals, subsidised uniforms, school trip, and club etc. (to see if you are eligible please see overleaf). You may apply at any time of the year. Entitlement to Free School Meals will be subject to review and you will receive written confirmation of your entitlement for each school year from us. **Eligibility for Free School Meals cannot be backdated.** For further details regarding eligibility, please see overleaf.

**Please write clearly and complete all the sections of the form.**

**Parent/Carer Details** (*must be the person receiving the Support payment*)

<b>First Name: Mr/Mrs/Miss/Ms</b>		<b>Surname:</b>	
<b>Parent/Carer Date of Birth:</b>		<b>Relationship to Pupil:</b>	
<b>National Insurance Number:</b>			
<b>Address:</b>			
<b>Post Code:</b>			
<b>Contact Telephone No(s):</b>	<b>Home:</b>	<b>Mobile:</b>	

**Details of child (ren) of school age who require Free School Meals**

Child's Surname	Child's First Name	Date of Birth	M/ F

### DECLARATION:

I declare that the information given on this form is correct to the best of my knowledge and I undertake to inform you within 21 days if I change home address or if I stop receiving any of my current benefits. I authorise you to check the details with any relevant body. I understand that making a false declaration is a serious matter and could render me liable to prosecution.

I understand that if my circumstances change I will become liable for payment of any free school meals taken by my child(ren) to which they are not entitled.

I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

**Signature**..... **Date**.....



# KRISHNA AVANTI

Excellence · Virtue · Devotion

KRISHNA AVANTI  
PRIMARY SCHOOL  
Camrose Avenue  
Edgware  
Middlesex  
HA8 6ES

020 8381 3344  
kapsharrow@avanti.org.uk  
www.avanti.org.uk/kapsharrow

**To be eligible for Pupil Premium/ Free School Meals you must be in receipt of any of the following benefits: Please tick which benefit(S) you are currently receiving from the details below.**

In some circumstances we may authorise Free School Meals for applicants that live out of the Borough, providing they attend our school. This exception if the applicant is in receipt of a refusal letter from the borough in which they reside.

**INCOME SUPPORT (IS)**

- A letter (dated within the last six weeks) from your Local Benefits Agency
- A Post Office or Bank Statement confirming receipt of DWP IS (Income Support), dates within the last 6 weeks

**INCOME BASED JOB SEEKERS ALLOWANCE (IBJSA)**

- A letter (dated within the last six weeks) from the Jobcentre which confirms you are in receipt of Income Based JSA

**INCOME RELATED EMPLOYMENT & SUPPORT ALLOWANCE (IBESA)**

- A letter (dated within the last six weeks) from the Jobcentre which confirms you are in receipt of Income Based ESA

**CHILD TAX CREDIT**

- Copy of the most recent TC602 Tax Credit Award Notice for the current financial year Without Working Tax Credit – issued to you by HM Revenue and Customs, ensuring that your income is no more than £16,190.00 (as assessed by HM Revenue and Customs)
- If you receive Working Tax Credit your child will not be entitled to Free School Meals.

**GUARANTEE ELEMENT OF STATE PENSION CREDIT**

- A letter (dated within the last six weeks) from the Pension Service confirming you are in receipt of Pension Credit

**ASYLUM SEEKER**

- Asylum Seeker identification card provided by the Local Authority providing financial support
- Or a letter from the Local Authority providing financial assistance confirming Asylum status (dated within the last six weeks) or
- Or a letter from the National Asylum Support Service (NASS) which confirms financial support (dated within the last six weeks)

**Please return the completed form(s) to:**

Krishna Avanti Primary School Office  
Camrose Avenue, Edgware  
HA8 6ES

**Acknowledgement Receipt for Office use only.**

The school acknowledge receipt for Mr./Mrs/Ms.....

Pupil premium/ Free School Meals application on behalf of ..... in class.....



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Please circle which benefit(s) Parents have provided:

Income Support (IS) Yes/No

Income Related Jobseekers Allowance (JSAIR) OR  
Income Related Employment Support Allowance(ESAIR) Yes/No

The guaranteed element of Pension Credit Yes/No

Support under Part VI of the Immigration and Asylum Act 1999 Yes/No

Child Tax Credit (CTC) – Yes/No

Without Working Tax Credit – issued to you by HM Revenue and Customs, ensuring that your income is no more than £16,190.00 (as assessed by HM Revenue and Customs)

If you receive Working Tax Credit your child will not be entitled to Free School Meals.

Please provide proof of the Child Benefit as mentioned above.

Signature of Staff: .....Date: .....

Name of Staff: .....

Please take copy of receipt and attach with the application form and forward to the Business Manager.



## **Guidance Notes – Please Keep This Page for Reference**

The government has given us clear instructions about who is entitled to receive Pupil Premium including Free School Meals.

**Application for Pupil Premium:** Please apply to the school directly

Please read these notes overleaf from the application form carefully. If you think you are eligible for Pupil Premium but are not sure please complete the form overleaf and submit it to the school office with the proof of documentation.

Eligibility for Pupil Premium and Free School Meals will be checked by the Business Manager with approval from the Headteacher.

If the Business Manager cannot confirm your application, the school office will contact you to request documentary evidence that may enable you to be eligible for Free School Meals to be awarded. In this case examples of accepted forms of documentary evidence are as follows (please note photocopies are preferred, please bring original to verify the copy):

Once you have submitted an application form and have been confirmed you will receive a letter from the business manager to confirm that your application for a pupil premium grant has been accepted.

**You must renew this on an annual basis** so that the accurate data is held for your child. We will write to you on termly basis for your confirmation.

## **Data Protection Act 1998**

The information you provide will be used to assess entitlement to Free School Meals. We may also share this information with other bodies within the council.

We have a responsibility to protect the public funds we administer. The information you provide is held on a computer database registered in accordance with the Data Protection Act 1998 and may also be used for prevention and detection of fraud and crime. For these purposes we may also share the information with any other public sector bodies and government agencies who administer public funds under statutory requirements.



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