

## Application for pupil premium funding

We are asking parents and guardians whose children go to a school in Southwark and have a statutory entitlement to Free School Meals to complete this form. We will then be able to confirm whether the school is entitled to claim the Pupil Premium for your child.

Any qualifying family that registers their eligibility by simply completing this form will help raise Pupil Premium money for the school following a government commitment to pay schools currently £1,300 per year for each child registered. This is money the school can benefit from and use to fund new equipment or maybe more teaching staff.

**Please complete all sections of this form using black ink and BLOCK CAPITALS if your joint family income is less than £16,190 or you are in receipt of any of the benefits detailed in section 3 below. Please return your application directly to your child's school which will then be processed in confidence by the local authority.**

Name of School
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**1. CHILD/CHILDREN'S DETAILS (Please include any other children in the family receiving free school meals who are in different year groups, or at different schools)**

Child's Last Name	Child's First Name	Child's Date of Birth	Gender F/M	Name of School

- Complete as appropriate in CAPITAL LETTERS

**2. PARENT/GUARDIAN DETAILS**

Surname	
First name	
Date of birth	
National Insurance number/NASS number	
Day time telephone number	
Parent/guardian's current address	
Please provide your old address if you have moved in the last year	

- Complete as appropriate in CAPITAL LETTERS

**3. 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 have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

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 below, but you would still like us to check whether your child is eligible for free school meals:

**Please complete this section only if your receiving one of the following benefits:**

Please (x) if you are in receipt of working tax credit

Or

Please (x) one of these benefits you receive:

- Child Tax Credit **with no Working Tax Credit** and where the household income is less than £16,190
- Income support
- Income based Job Seeker's Allowance
- Income based Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of state pension credit

**4. DECLARATION**

The information I have given on this form is complete and accurate. I agree to notify the local authority in writing of any change in circumstance which could discontinue the entitlement of my child/children to receive a free government funded school meal.

I agree for the local authority to use the information I have provided to process my application for free school meals.

Signature of parent/guardian: ..... Date: .....

The London Borough of Southwark is committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure.

We have appropriate technical and organisational measures in place to prevent the loss, misuse or alteration of your personal information.

Our staff are trained to handle confidential information and they are required to complete a refresher course annually to make sure they are working to good practice standards.

Most of the personal information you have given us will not be shared outside of the Council without your consent, and will only be used to provide the service you have requested or to improve the quality of the services we are providing.

However, if there are concerns that a child may be at risk of significant harm, or an adult may be at risk of serious harm, we may need to share your personal information with organisations that we work with.

We will only share information in compliance with the law and our multi agency information sharing agreement.

You are entitled to request copies of the information that we hold about you at any time under the Data Protection Act.

We will periodically review this notice to ensure that it is up to date and reflects our current policy.