

Pupil Premium and Free School Meal Form

We need information about you and your child, so that we can provide them with the best possible education and support by making sure the school receives all the government funding to which it is entitled.

About Pupil Premium

All children in Reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch, regardless of their family income. However children who also qualify for free meals under the income based criteria (see below), could raise an extra **£1,320 per year (£935 for Y7-Y11 pupils)** paid to their school to boost their learning and fund valuable support like extra tuition, additional teaching staff or after school activities. This additional funding is known as Pupil Premium.

If your child also qualifies for free school meals under the income based criteria, or has a protected Free School Meal claim (see below) it's important that you tell their school – even if they choose to take a packed lunch – as this enables them to claim pupil premium to support your child.

Schools are given a pupil premium for any children who have qualified for income based free school meals at any point in the past six years. Your child is under no obligation to take the free school meal in order to benefit from Pupil Premium.

How is it spent?

Schools can choose how to spend their pupil premium money. You can find out from your school's website how they spend their pupil premium.

Common ways in which schools spend their pupil premium fund include:

- Extra one-to-one or small-group support for children within the classroom.
- Employing extra teaching assistants to work with classes.
- Running catch-up sessions before/after school, for children who need extra help with maths or literacy.
- Running a school breakfast club to improve attendance.
- Funding educational trips and visits.
- Paying for additional help such as speech and language therapy or family therapy.
- Funding English classes for children who speak another language at home.
- Investing in resources that boost children's learning, such as laptops or tablets.

(Source – <https://www.theschoolrun.com/pupil-premium-explained>)

Income Based Criteria

Your child may be eligible for free school meals – and therefore allow your child's school to receive pupil premium – if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and support Allowance



- 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
- Universal Credit (If you make a new claim after 1st April 2018 your annual earnings income must be no more than £7400, for claims before this date see Protected Free School Meals)

Protected Free School meals

The DfE said they will protect every child in receipt of Income Based free school meals from 01/04/18 against any change in financial circumstances – and protect every child who gains eligibility after this date, until Universal Credit is fully rolled out – currently scheduled for March 2022.

After this, protected children still in school will continue to receive free school meals until the end of their phase of education (primary or secondary).

While the DFE are making changes to their system in order for the LA to see if you have protected status, if you move into or out of Sheffield, the LA may need to contact your previous School or LA to confirm your FSM eligibility. Similarly we may be contacted by another LA to confirm your status if you make a FSM claim in a new area.

If you are unsure if you meet the criteria and you would still like us to check whether your child is eligible for free school meals please also complete the form. For further information please contact Sheffield City Council Customer Services on 0114 2734567 (option 4, then option 3)

How the information on this form will be used

The information you provide on this form will only be used by the council to confirm continued receipt of one of the listed benefits for the purposes of Free School Meal and Pupil Premium eligibility, or to confirm your protected status with your previous school or local authority.

You only need to complete this form once and it will last for the duration of your child's education in Sheffield. If your child moves to another state funded school in Sheffield we will notify them of your continuing entitlement. If you move out of city, we may be contacted by your child's new school or local authority to confirm if you have a protected Free School Meal status.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. For further information please ask your school for a copy of their Privacy Notice.

If you are claiming through your school, this agreement must be kept by the school for their records.

Please return this form for processing either to:

- **Your child's school**
- **Howden House reception, 1 Union Street, Sheffield, S1 2SH**
- **Posted to Howden House - Customer Services, Fulfilment Team, Floor 2, Howden House, 1 Union Street, Sheffield, S1 2SH.**



About Your Child/Children

If your child has had an Income Based Free School Meal (FSM) on or after 01/04/18 **outside of Sheffield** please state Yes to the FSM award box and add the child's previous school name and location so we can confirm their eligibility, otherwise **please leave the school fields blank**

Child's Last Name	Child's First Name	Date of Birth			FSM on or after 01/04/18	Previous school name	Previous school location (town/city)
<i>Example</i>	<i>example</i>	<i>01</i>	<i>01</i>	<i>01</i>	<i>Yes</i>	<i>Green Abbey</i>	<i>Simsville</i>
<i>Example</i>	<i>example</i>	<i>01</i>	<i>01</i>	<i>15</i>	<i>no</i>		

Parent / Guardian Details	PARENT/GUARDIAN 1		
Last Name			
First Name			
Date of Birth			
National Insurance No. or NASS No.			
Daytime Telephone Number			
Mobile Number			
Address			
	Postcode:		

PARENT/GUARDIAN 2		
Postcode:		

Declaration

- The information I have given on this form is complete and accurate.
- I understand that my personal information is held securely and agree to the Local Authority using this information to process my application for free school meals and pupil premium.
- I understand that if eligible, my child's eligibility will be shared with the current and future educational settings they attend, and if I make a claim for Free School Meals in a new area, that Sheffield may confirm my child's eligibility for Free School Meals.
- I agree to notify the Local authority in writing if the person claiming the appropriate benefit no longer has responsibility for the child.

Signature of
parent/guardian: _____

Date: _____

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

