

# **YOUR GUIDE TO FREE SCHOOL MEALS**

The School Food Service  
Business Strategy  
Peoples Service Portfolio



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## 1. An Introduction to the Free School Meals Guide

Welcome to the first comprehensive document about the wide ranging area that is free school meals. We have attempted to put all you ever needed to know about this area of schools' statutory duty into one handy document.

The Guide has been developed following consultation with 18 Sheffield schools who initially wanted to explore why some children and parents choose not to take up their entitlement to a free meal, as well as what impact free infant school meals has had on Pupil Premium funding. A set of key actions then emerged:

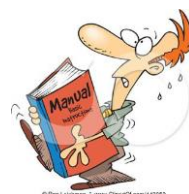
- A successful automatic Free School Meal Award scheme which uses Housing Benefit and Council Tax data to highlight families that could possibly be entitled to free school meals. See more of this on page 54
- A Free School Meals Data Dashboard to enable schools to benchmark their free school meal take-up data against other locality and city-wide data. See page 45 for more information
- The development of a 'toolkit' or 'guide' to free school meals, that provided user-friendly guidance and that shares good practice. This is that 'toolkit'.

It is intended that 'Your Guide to Free School Meals' is used to inform and clarify, but in doing so we have been surprised by the amount of queries that school colleagues have to deal with. We have tried to accommodate all your questions. Latterly, with the implementation of Universal Credit, we have tried to ensure that we are as up to date on this area of emerging government policy as possible. We will be adding questions and clarifications to the Guide as you communicate them to us or as national or local policy changes dictate. It would be really helpful to get your feedback on the Guide, once you have used it so please email us at [schoolfood@sheffield.gov.uk](mailto:schoolfood@sheffield.gov.uk).

Alternatively, Sarah Cavanagh, Development & Compliance Officer, who leads on free school meals for the School Food Service can be contacted directly. She has been instrumental in producing this Guide, bringing together specialist knowledge from other Business Strategy and Sheffield City Council colleagues, as well as those from other local authorities. She can be contacted directly by email:

[sarah.cavanagh@sheffield.gov.uk](mailto:sarah.cavanagh@sheffield.gov.uk)

We hope that you find the Guide useful and informative and look forward to receiving your feedback in due course.



Leah Barratt, Service Manager, School Food Service; [leah.barratt@sheffield.gov.uk](mailto:leah.barratt@sheffield.gov.uk)

## 2. Free School Meals (FSM)

### 2.1 Statutory Duty/Legislation

The Council is under a statutory duty to ensure that free school meals are available for children and young people attending Sheffield schools who meet the free school meal eligibility criteria. This is set out in the Education Act 1944, Section 512 as follows:

#### **The Education Act 1944, Section 512**

‘The Local Authority has a statutory duty to provide school lunches (upon request) to those eligible for free lunches and to those pupils for whom it would not be unreasonable to provide lunches. This act states that food must be made available for consumption by FSM pupils as their midday meal on a school day and subsequent revisions of the Act have kept this element. Supporting this is the **Schools Standards and Framework Act 1998** which states that school meals must take whatever form as determined by the authority e.g. main course, dessert and access to free drinking water or a selection of items as in the Secondary Sector – but to all intents and purposes must constitute a meal.’

#### Free Drinking Milk

The Local Authority also has a statutory duty to provide free drinking milk on request to pupils educated in mainstream schools who are in receipt of free schools meals.

In Secondary schools this is supported by the Requirements for School Food (Regulations) 2014.

Further information regarding statutory requirements can be found in **Section 512(zb) of the Education Act 1996**:

<http://www.legislation.gov.uk/ukpga/1996/56/contents>

Free school meals are an award in themselves for families that qualify but also give rise to other benefits and impacts:

- Free school meal entitlement (FSM)
- Free milk entitlement
- Pupil Premium (early years and school age)
- School transport provided for some pupils on low income
- Free Early Education for 2 year olds (FEE)
- FSM impact on National Funding Formula

## 2.2 Free School Meals – Why are they important?

### “When children eat better, they do better”

Whether families are paying for school meals or are entitled to them for free, the benefits of choosing school meals are numerous. School food has to meet high nutritional standards which guarantee children a healthy balanced menu, and research proves that when students eat better at lunchtime in a decent environment, they do better in the afternoon.

For children and young people, school meals contribute to the development of good food habits and eating a healthy balanced diet from an early age is critical for growth, development and engagement with healthier food.



With pupil premium funding for every child registered for free school meals, there is even more reason for schools to ensure that each child that qualifies is actually signed up. Even if just 10 more children registered for free school meals, your school would receive approximately £13,200 in Pupil Premium funding for you to use to support those children who need it most.

Research shows that children from low-income backgrounds are less likely to do well at school, continue into further education and secure higher paid jobs. We want to reverse this worrying trend and to do that, we need to make sure that all children are given the best start and that includes their right to a healthy balanced diet.

In the Sheffield Group Catering Contract there are approximately 29,991 primary school children on roll, of which 5,974 children are eligible for free school meals (2018-19). Around 24% of those eligible do not take up their entitlement and eat their free meals. This means that approximately 1,434 children are missing out on all the health benefits of a nutritious school lunch.

A parent could save around £400 per child per year through claiming their free school meals

Free school meals do matter, and we believe that it is vitally important that schools should do everything they can to ensure:

- a) That all children entitled to free school meals are registered for them
- b) That all registered children claim and eat their free meals

There should be no reason for children entitled to free school meals not to claim them.

*(School Food Trust)*

## 2.3 Free School Meals Eligibility Criteria

There are two types of free school meals:

- **Income-based free school meals**
- **Universal Infant free school meals**

To qualify for free school meals a parent must:

- Have a child attending a Sheffield school or maintained nursery, accessing education
- Have a school-aged child or nursery- aged child, attending before and after lunch sessions at a nursery school or Local Authority maintained nursery
- Receive any of the following qualifying benefits:

### Qualifying Benefits

- Universal Credit (provided they have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of their most recent assessment periods)
- Income Support
- Income based Jobseekers Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit – with a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after someone stops qualifying for Working Tax Credit)

Children who get any of the above benefits in their own right (i.e. they get benefits paid directly, instead of through a parent or guardian) can also get free school meals.

**Infant Free School Meals** If a child attends a state funded infant school and is in Reception/Key Stage 1, they are entitled to 'universal infant free school meals' regardless of their parent/carer's income (see page 32).



## 2.4 Universal Credit and Free School Meals

The following information has been taken from the Department for Education. The roll out of Universal Credit is a complex and ever-changing process so the information below may change.



### 2.4.1 Background

Free School Meals (FSM) have been awarded to pupils of parents on qualifying benefits since 1980. The government has introduced a new benefit called Universal Credit and this is being gradually rolled out across the country. Roll out commenced in Sheffield from December 2018.

Universal Credit will replace the following benefits:

- Child Tax Credit
- Housing Benefit
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Working Tax Credit

### 2.4.2 What is Universal Credit?

Universal Credit is a payment for people over 18 but under State Pension age who are on a low income or out of work. It includes support for the cost of housing, children and childcare, and financial support for people with disabilities, Carers and people too ill to work. The national roll out of Universal Credit is expected to be achieved by 2022 and then all previous benefits will no longer exist.

### 2.4.3 Key Changes to Eligibility for Free School Meals

#### Introduction of an Earnings Threshold

Up to now, all families receiving Universal Credit have been eligible for free school meals. However, from 1st April 2018, a new set of criteria has been introduced – an earnings cap or threshold – and this will determine which families on Universal Credit will be eligible for free school meals.

- This 'earnings cap' introduces a means tested, net earnings threshold for both free school meals and free early education
- The threshold for free school meals is £7,400 while for free early education the threshold is £15,400. Other benefits that families may be entitled to are on top of

this earnings threshold. The people who will be subject to the means test are new Universal Credit claimants from 1st April 2018.

- The government have recognised that there could be problems with the introduction of a threshold while there is still a long time to go before the full roll out is achieved. So there will be a period of protection.

### **Transitional Protection for Free School Meals**

The following protection is now in place from 1<sup>st</sup> April 2018:

- All *pre-April* FSM claimants will continue to receive free school meals whilst Universal Credit is rolled out, even if earnings rise above the new threshold
- All *new* FSM claimants gaining free school meals eligibility will be protected against losing free school meals during the Universal Credit rollout.
- Following the full roll out of Universal Credit, where a pupil is no longer eligible for a free school meal they will continue to receive their entitlement until the end of their phase of education i.e. Primary or Secondary.
- Nursery children who are eligible for free school meals will be protected until the end of the Primary phase of education.
- Free milk is tied to free school meal entitlement.

The Department of Education has made clear that no one who currently gets free school meals as part of the early roll out of Universal Credit will lose their entitlement until the roll out is complete. The DFE have issued guidance and the link is here:

<https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities>

#### **2.4.4 Transitional Protection Rules**

The DFE have offered protection for Income-Based Free School Meals (FSM) for all valid income-based free school meal claims. Valid claims are:

- Those that already existed on 01/04/18
- Those made between 01/04/18 and until the end of Universal Credit rollout.  
Those made in England,
- Those made on benefits that will be replaced by Universal Credit (See 2.4.6)

No child who has this free school meal award will lose it during this period regardless of any change to the parent/guardians financial circumstances, or any change to who cares for the child. However, the DFE systems will only currently show if the child is still financially eligible on any given day and not reflect any protected status. (See *Appendix 1 for FSM Protection Periods*).

#### 2.4.5 Free School Meal Authorisation Lists

By having such protection in place, Customer Services will not need to recheck eligibility for free school meals for all current free school meals pupils and will only need to work on new applications. As such, the twice weekly authorisation lists will only list eligible pupils until 31 March 2022 or to the end of their education phase, whichever comes first.

#### 2.4.6 Free School Meal End Dates

No pupils will be taken off free school meals during this period – **the only exceptions being:**

- Where a parent has been informed of the free school meal protection and they still indicate that they do not wish the child to be recorded as FSM eligible and receive a free school meal.
- Where a pupil transfers from another UK country – their non-English FSM must have an FSM end date and the parent should make a new claim.

In addition, those claimants who qualify through support under the Immigration & Asylum Seeker Act 1999 or the guarantee Element of Pension Credit, their benefit(s) **will not** be replaced by universal credit and therefore the pupil's FSM entitlement **will not** be protected. They will only be entitled to a free school meal so long as they retain the benefit.

#### 2.4.7 Children Moving Schools

When a child moves schools within Sheffield we will continue to notify you of the child's eligibility for FSM as we will hold a record of their protected status. However when a child moves into Sheffield from another UK school, we may need to contact the child's previous school or local authority in order to confirm their eligibility for you.

In most cases our Children Missing from Education and Admissions teams are capturing these children as they apply for places at Sheffield Schools, (i.e. a Free School Meal/Pupil Premium registration form is completed with the parent/guardian at their appointment), and will have verified their protected status with their previous school or local authority before they start with you. These will then appear in a new section on your Authorisation list as soon as they are allocated a place at your school. You should then hold this information securely and once they arrive in school you can add the child and their entitlement to your system. (*See Appendix 2 for process map*)

If a child starts at your school who previously attended a UK school outside of Sheffield:

- And the parent believes they previously had a free school meal

- Or a CTF\* arrives that states they had a free school meal
- And the child is **NOT** on your Authorisation list

Then please complete a FSM/Pupil Premium Registration form with the parents, and send the data on an Anycomms+ form so that we can confirm their eligibility for you. (See page 22)

\*A CTF (Common Transfer File) is a form that should be completed whenever a child moves school. This can be an in-year transfer, or move from primary to secondary. Guidance on the Common Transfer File is available here:

<https://www.gov.uk/government/collections/common-transfer-file>

There are a number of reasons why the LA needs the parent information to add the claim to our systems:

- 1) Protected free school meals do not apply to everyone (see page11). The LA checks on your behalf that the claim falls within the eligibility criteria so the school know they are only awarding a free school meal to those that should have one
- 2) There are many associated benefits to having a free school meal award, such as school milk and school transport. If the LA does not have the claim for free school meals on our system the child may miss out on associated benefits.
- 3) If the LA are verifying the FSM and notifying the school of the award then the risk of a mistaken claim or fraudulent claim is with the LA. If the school are awarding a FSM on the basis of a file from another LA the risk is with the school.
- 4) A FSM award is used across the LA as a deprivation indicator and is used to make decisions about funding for certain areas. If the LA has no record of the free school meal award then the data is incomplete and the funding may not go to the places it is needed most.

#### 2.4.8 Siblings

A younger sibling who is not yet of school age will not automatically receive free school meals if their older sibling is protected. The protection is applied for the individual child, not for the family as a whole. The family would have to apply for free school meals for the younger sibling to confirm entitlement.



## 2.5 Universal Credits FAQ's

We have gathered together a variety of questions from schools about Universal Credit and Free School Meals and have pulled them together in one place here. If you have a different Universal Credit query, then please let us know so we can add it to our list.

Eligibility Criteria	
1	<p><b>At what point can a parent with a child starting reception make a claim for FSM?</b></p> <ul style="list-style-type: none"> <li>The initial free school meal eligibility check is usually linked with the schools registration process. This should not change and you can continue to do the initial check as per the timeline you currently employ. For most schools, the initial free school meal check will take place prior to the child starting school in September.</li> </ul>
2	<p><b>Can claims for free school meals be backdated?</b></p> <ul style="list-style-type: none"> <li>No, a child is only eligible for free school meals from the date on which their eligibility was confirmed. There is no provision to backdate free school meals.</li> </ul>
3	<p><b>What happens if I find out our school awarded FSM in error before the 1st April 2018?</b></p> <ul style="list-style-type: none"> <li>In circumstances where the child was awarded a free school meal in error, a free school meal application/recheck should be completed. There is no expectation that LAs go back and check all claims retrospectively, however if genuine invalid claims are found/confirmed, then the free school meal and associated protections should end.</li> <li>Schools should remove the protected free school meal and the child should not be recorded as eligible in the next termly census.</li> </ul>
4	<p><b>I have one sibling on my Authorisation List but not the other one – why?</b></p> <ul style="list-style-type: none"> <li>The protection follows the child not the guardian, so if the guardian's circumstances change before they apply for another child, then one child will be protected and the other not entitled. You can no longer assume that any children linked to a guardian will be entitled to free school meals just because one child is.</li> </ul>
Self-Employed	
5	<p><b>What result will the ECS return for self-employed UC claimants?</b></p> <ul style="list-style-type: none"> <li>Currently these claimants may initially appear as not eligible. In line with the guidance provided, if a free school meal claimant declares themselves as self-employed or queries the result of an ECS check, a manual income/earnings check will need to be completed by Customer Services.</li> </ul>
Threshold Levels	
6	<p><b>Will the thresholds for legacy benefits stay the same once the new threshold has been introduced for Universal Credit?</b></p> <ul style="list-style-type: none"> <li>Yes. The eligibility criteria for free school meals under legacy benefits will stay the same once the new threshold has been introduced for Universal Credit. These are: <ul style="list-style-type: none"> <li>Income Support</li> <li>Income-related Jobseeker's Allowance</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Income-based Employment and Support Allowance</li> <li>Child Tax Credit (as long as you are not also receiving Working Tax Credit and have an annual income of less than £16,190)</li> <li>Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)</li> <li>The guarantee element of Pension Credit</li> <li>Support under Part VI of the Immigration and Asylum Support Act 1999</li> </ul> <p>The £7,400 earnings threshold only applies to claimants in receipt of Universal Credit.</p>
<b>Pupil Premium</b>	
7	<p><b>Will protected pupils be eligible for the pupil premium?</b></p> <ul style="list-style-type: none"> <li>Yes. Pupil premium will continue in the same way it does currently. Protected free school meal pupils will continue to attract Ever 6 during Universal Credit rollout.</li> </ul>
<b>Transitional Protections</b>	
8	<p><b>Who does transitional protection apply to and how long do the transitional protections last?</b></p> <ul style="list-style-type: none"> <li>All pupils who are eligible and claiming a free school meal prior to 1 April 2018 will be protected until the end of Universal Credit roll out (currently 31 March 2022). At this point, pupils who are still in the school system will continue to be protected until the end of their current phase of education.</li> <li>Any pupil who becomes eligible for a free school meal, including through legacy benefits, in the period between 1 April 2018 and 31 March 2022 will also be protected until 31 March 2022. At this point, pupils who are still in the school system will continue to be protected until the end of their current phase of education.</li> <li>Transitional protection applies regardless of how a families circumstances might have changed (See page 11 for exceptions)</li> </ul>
9	<p><b>Will a child who is not yet of school age automatically receive free school meals if their older sibling is protected?</b></p> <ul style="list-style-type: none"> <li>No – the protection is applied for the <b>individual child</b>, not for the family as a whole. This also applies for children who move to live with another parent or family member.</li> </ul>
10	<p><b>Will transitional protections also apply to claimants who qualify through support under the Immigration &amp; Asylum Act 1999 and Pension Credit?</b></p> <ul style="list-style-type: none"> <li>The current free school meals and early years pupil premium criteria for children whose parents receive support provided under Part 6 of the Immigration and Asylum Act 1999, (and have a NASS number), or the guarantee element of Pension Credit will not change.</li> <li>These qualifying benefits are not to be replaced by Universal Credit. Children who are eligible for free school meals or the early years pupil premium through these benefits will therefore remain in receipt of free school meals and the early years pupil premium for as long as they retain the benefit.</li> <li>Usually the reason for the NASS claim ending is because the claimant has been transferred onto a national insurance number, in which case a new claim should be made under the new national insurance number.</li> </ul>

11	<p><b>Are re-checks of eligibility required with protected FSM?</b></p> <ul style="list-style-type: none"> <li>No, there is no requirement to re-check a pupil's eligibility during the UC rollout period, with the exceptions noted above.</li> </ul>
12	<p><b>What happens if a child has an existing protected FSM entitlement under a parent/guardian but then moves to live with another family member, who does not meet the eligibility criteria?</b></p> <ul style="list-style-type: none"> <li>The protection is awarded to the individual child. If they move to live with another family member, they will keep their protection, even if this family member does not meet the eligibility criteria. Schools should notify Customer Services to update their records and to transfer the individual child's protected free school meals claim onto the current guardian details.</li> </ul>
13	<p><b>What happens to protected FSM if the child is fostered or taken into care?</b></p> <ul style="list-style-type: none"> <li>The protection is awarded to the individual child. If they are fostered or taken into care, and have an existing FSM claim under birth parent/other guardian, they will keep their protection. Schools should notify Customer Services to update their records and to transfer the individual child's protected free school meals claim onto the current foster carer.</li> <li>Foster allowance is not a qualifying benefit for free school meals if a new claim for free school meals is being made.</li> </ul>
14	<p><b>The child is no longer with the same parent/carers as the original FSM claim – whose details do I collect on the form?</b></p> <ul style="list-style-type: none"> <li>Collect the new parent/carers information to submit to Customer Services – when the protection period ends the system will then recheck against the new information to determine if the free school meals claim should continue.</li> <li>As always if you notice the free school meals award on your authorisation list appears to be for a parent no longer associated with the child you should notify Customer Services with the correct information as normal.</li> </ul>
15	<p><b>If the child leaves the country during the protection period, then returns later, will they keep the protection?</b></p> <ul style="list-style-type: none"> <li>Yes, the child will remain protected until 31 March 2022, and then until the end of their current phase of education.</li> </ul>
16	<p><b>Are protected pupils recorded differently on the school census?</b></p> <ul style="list-style-type: none"> <li>No - Schools should continue to complete the termly school census as they do now. Protected pupils should be marked as 'FSM eligible' in the census as usual.</li> </ul>
17	<p><b>How do we remove a pupil's protected status if they have been recorded as eligible for FSM in error?</b></p> <ul style="list-style-type: none"> <li>The school should remove them and the pupil should not be recorded as eligible in the next termly census.</li> </ul>
18	<p><b>What happens if the child is protected but they do not want to take up the meal?</b></p> <ul style="list-style-type: none"> <li>Parents or their child can choose not take up the meal. They will still remain protected and can choose to take up the meals at a later point during the rollout period if they wish. Therefore, it is important to keep good records of free school meal eligibility even if children do not take up the meals.</li> </ul>

19	<p><b>Does transitional protection apply for Early Years also?</b></p> <ul style="list-style-type: none"> <li>EYPP is awarded on a one off basis, and once awarded there is no requirement for a re-check to be performed.</li> </ul>
<b>Nursery Pupils</b>	
20	<p><b>Are Nursery pupils protected throughout primary school?</b></p> <ul style="list-style-type: none"> <li>Nursery pupils have to meet the following criteria in order to be eligible for FSM: <ul style="list-style-type: none"> <li>The pupil must be receiving education before and after lunch in a maintained setting</li> <li>Their parent must be in receipt of a qualifying benefit</li> </ul> </li> <li>An application for the meal must be made</li> </ul> <p>When a nursery pupil is eligible for FSM, their protections will continue until the end of primary school, if awarded before March 2022.</p>
21	<p><b>Are nursery pupils who are in receipt of EYPP but not in receipt of FSM (as this is not available in their setting) eligible and protected for FSM when they attend reception?</b></p> <ul style="list-style-type: none"> <li>Once a child enters reception they would have to be checked for FSM. If they are found to be eligible then they will be awarded a meal and also transitionally protected during the UC rollout period. If the child is not entitled to income-related FSM, then they could qualify for Universal Infant Free School Meals.</li> </ul>
22	<p><b>How will Private, Voluntary or Independent (PVI) providers gain the evidence from other PVI providers that their children were previously eligible?</b></p> <ul style="list-style-type: none"> <li>Pupils who are registered with a PVI provider are not eligible for free school meals. Nursery pupils must meet the following criteria to be eligible for free school meals: <ul style="list-style-type: none"> <li>Their parent(s) must be in receipt of one of the qualifying benefits (these are the same as for Free School Meals)</li> <li>Their parent, or another responsible adult, must have made a claim for the meal</li> <li>The child must be registered in a <b>maintained</b> nursery provision</li> <li>The child must be receiving education both before and after the lunchtime period</li> </ul> </li> </ul>
<b>Moving Schools</b>	
23	<p><b>What happens if a protected child moves to a different school or local authority in England during the rollout period – are they still protected?</b></p> <ul style="list-style-type: none"> <li>Yes, the protection is for the child and follows them. They will keep their protected status even if they move school or local authority. (See page 11 – Children Moving Schools)</li> </ul>
<b>School Phases</b>	
24	<p><b>How is the primary phase defined?</b></p> <ul style="list-style-type: none"> <li>The primary phase is defined as the period from Reception to Year 6. It includes both Infants and Juniors.</li> </ul>
25	<p><b>How is the secondary phase defined?</b></p> <ul style="list-style-type: none"> <li>The secondary phase is defined as the period from Year 7 to Year 11</li> </ul>
26	<p><b>What happens for children who are in Year 12 in March 2022?</b></p> <ul style="list-style-type: none"> <li>Children who are in FE in March 2022 will be protected until the end of FE (Year</li> </ul>



	<p>13). Specific arrangements for 19+ continuers and those pupils with EHCPs can be found in the guidance for free meals in Further Education:  <a href="https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions">https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions</a></p>
27	<p><b>How will end of phase be defined for middle schools?</b></p> <ul style="list-style-type: none"> <li>• Phase for middle schools will be determined by the year group of the children</li> <li>• Year groups Nursery to Year 6 will be defined as primary phase and children who receive free school meals will be protected until the end of the primary phase (Year 6)</li> <li>• Year groups Y7 to Y11 will be defined as secondary phase and children who receive free school meals will be protected until the end of the secondary phase (Year 11).</li> </ul>
28	<p><b>How is end of phase defined for children who receive FSM in nursery?</b></p> <ul style="list-style-type: none"> <li>• Children who receive free school meals will be protected until the end of the primary phase (year 6)</li> </ul>
<b>Universal Credit Assessment</b>	
29	<p><b>Are children eligible for free school meals during the Initial Assessment Period for Universal Credit?</b></p> <ul style="list-style-type: none"> <li>• When an individual first makes a claim for Universal Credit, they will undergo an initial assessment period, during which time their eligibility for Universal Credit is determined. A child is not eligible for free school meals during this period as their parents' receipt of Universal Credit (and their net earnings) has not yet been confirmed.</li> <li>• Schools can provide free meals for pupils at their discretion during this period; however, the pupil should not receive a meal under the income-based rules and must <b>not</b> be recorded as FSM eligible until their eligibility has been verified.</li> </ul>
30	<p><b>Can we have more information about Universal Credit?</b>  More information about Universal Credit is available here:  <a href="https://www.gov.uk/universal-credit">https://www.gov.uk/universal-credit</a>  <a href="https://www.sheffield.gov.uk/universalcredit">https://www.sheffield.gov.uk/universalcredit</a> (this website includes an information sheet which explains what Universal Credit is and how people in Sheffield can get support)</p>

## 2.6 Funding For Free School Meals



### 2.6.1 Income/Benefits Based

The funding for income-based free school meals is included in each school's delegated budget, regardless of them being a maintained, academy, or special school. While the funding for free meals isn't identifiable, (any more than schools can identify funding for teachers) schools have the responsibility for funding all income based free school meals regardless of the point in the financial year, that the pupil's eligibility is identified.

For schools in the council's group catering contract the charge for income based free school meals is calculated at the beginning of the local authorities financial year, **based on the number of meals provided in the previous** financial year. This charge isn't amended in year regardless of whether the number of meals actually taken by pupils **differs from what has been charged**. The same process is followed for schools in the PFI contracts; all other schools will be charged according to the contract they have negotiated with their own supplier or their internal arrangements if they do their own catering

### 2.6.2 Universal Infant Meals

Free school meals for children in the first 3 years of school began on 2 September 2014. It is a separate grant in addition to the schools' delegated budget share discussed above. Universal meals are funded on an academic year which fits nicely for academies but a little bit more challenging for maintained schools. This grant is issued first as an indicative grant in the June preceding the academic year and adjusted in the following year. **The funding is based on the number of pupils taking a meal on the October and January census days** – minus the number of pupils taking benefits based meals. The average of the 2 census dates is used to decide the actual allocation for each school. Two possible sets of information are assessed and the highest of the two is applied. For Reception pupils:

- the higher of either the average number of eligible pupils over the two Census days, **or**
- the number eligible on the January Census day will be used.

The funding is based on a meal cost of £2.30 for 190 days in the academic year.

In order to generate sufficient funding to fund these meals, schools are encouraged to maximise the number of pupils taking a meal on each of the census days. If schools don't get their average take up on the dates, their delegated budget will be required to top up the costs of meeting this universal infant meal commitment.

**Schools will be able to keep any surplus generated between funding and what they are charged.**

## 3. Roles and Responsibilities

### 3.1 Schools

#### Schools are responsible for:

- Collecting parental consent to check free school meals eligibility
- Encouraging parents to apply for free school meals by completing the FSM/ Pupil Premium Registration form, or via the online application form on the SCC website (see page 22)
- Checking your FSM authorisation lists weekly for any changes (page 25-6)
- Ensuring that pupil FSM claim(s) showing on your authorisation list are correctly authorised under the named guardian
- Notifying parents if the FSM is about to come to an end. Due to protected free school meals you should have very few instances of this until at least March 2022.
- Keeping previous copies of authorisation lists as reference material for a period of time (if required) as they hold information on when FSM claims ended for pupils
- Reporting/amending pupil address and any personal data if you find it has been incorrectly recorded. This is done by updating your MIS System, and responding to the Data Exchange forms that are sent through AnyComms by the MIS Team.
- Keep SIMS updated with pupil details and ensuring files are submitted regularly to MIS Team. For SIMS Schools you can check on SIMS Services Manager that files are being sent; schools using other MIS Systems need to export a file and send it to the MIS Team using AnyComms+.
- Reporting any IT/data problems (e.g. not receiving authorisation lists/spreadsheets via Anycomms+). This can be done by contacting Customer Services.



## 3.2 Customer Services

**Customer Services are responsible for:**

- Providing access to the FSM team at Customer Services, 5 days a week, 52 weeks a year for advice and help, including access for parents
- Confirmation of free school meal eligibility, enabling schools to maximise their Pupil Premium funding
- Twice weekly Authorisation lists on Anycomms+ confirming free school meal entitlement for pupils at individual schools (page 25-6)
- Termly batch checking service to allow large quantities of free school meals claims to be processed during key times within the school calendar, e.g. school census and new starters (page 23-5)
- A full, and speedy free school meals administration system which reduces the possibility of debt building for individual schools
- Up to date knowledge and information regarding changing legislation affecting benefit entitlement (Universal Credits)
- Access to an online system to apply for free school meals for both parents and schools (page 22)

**Customer Services Number: 2734567 (Option 4, Option 3)**

[www.sheffield.gov.uk/home/schools-childcare/school-meals.html](http://www.sheffield.gov.uk/home/schools-childcare/school-meals.html)



*See Appendix 9: Roles and Responsibilities Process Map*

### 3.3 The School Food Service

The School Food Service provide specialist support to schools by acting as your client across a range of duties connected to the statutory duty of school meals and milk:

- **Responsibility for free school meals policy and budget where this is pooled or held centrally**
- **Responsible for the free school meal checking service via the Service Level Agreement with Customer Services.**
- **Support and guidance on increasing the take-up of free school meals in your school, and the technical back-up for maximising Pupil Premium funding**
- Independent advice and guidance on all aspects of school food throughout the school day, and in particular school lunches, in relation to the legislative framework – Food Hygiene, Food Safety, School Food Standards
- Procurement of various contracts according to OJEU legislation that support the catering and satellite functions – School Catering, Milk, Service & Maintenance, Online Payments and Cash Collection
- Performance management of contracts ensuring that the contractors provide the service they are hired to deliver, including a full audit programme, complaints procedures and financial checks
- Management of the internal kitchen environment regarding commercial kitchen health & safety, including maintenance and purchase of equipment in accordance with relevant legislation
- A Faults Helpline for school catering teams to report any issues within the kitchen environment so that prompt action can be taken to deal with problems quickly - and keep kitchens running
- Advice regarding planning for expanding schools, new premises and refurbishments, advising planners and architects on kitchen and dining design and catering environments



**The School Food Service: 0114 2734767**

**[schoolfoodservice@sheffield.gov.uk](mailto:schoolfoodservice@sheffield.gov.uk)**

## 4. Free School Meals Application Process

### 4.1 Parents/Carers



#### 4.1.1 On-Line Application

Parents can apply online for free school meals at:

<https://www.sheffield.gov.uk/home/schools-childcare/school-meals.html>

#### 4.1.2 Customer Services

Parents can apply for free school meals by contacting Customer Services on 0114 2734567, Option 4, Option3. A Customer Service Advisor will take them through the application process over the phone, and will be able to check eligibility immediately.

#### 4.1.3 Free School Meal/Pupil Premium Registration Form

Parents can apply for free school meals by completing a paper Free School Meal/Pupil Premium Registration form and returning it to school, who will transfer the details onto an Anycomms+ list for batch checking by Customer Services. (*Appendix 4*)

Parents of children moving into the city will fill in a Free School Meal/Pupil Premium Registration form with Children Missing from Education (CME) team. This form will be sent directly to Customer Services to be processed. (*Appendix 4*)

### 4.2 Schools



#### 4.2.1 On-line Application

Schools can apply online for free school meals on behalf of a parent after collecting written parental consent, at:

<https://www.sheffield.gov.uk/home/schools-childcare/school-meals.html>

#### 4.2.2 Free School Meals/Pupil Premium Registration Form

We have devised a Free School Meals/ Pupil Premium Registration form to help you capture all relevant information for new starters so that you can collect

information in order to check eligibility for free school meals and therefore Pupil Premium. We have amended the form to support the Universal Credit transitional protection and you should replace any paper based forms that you have used previously with this new one. (See Appendix 4)



### 4.3 Batch Checking – Anycomms+ Spreadsheet

Three times a year, December/January, July and September/October, Customer Services provide a batch checking service via a form on Anycomms+. This bulk checking service is available for around 3 weeks three times a year. Using this tool benefits your school by minimising the risk of eligible children not being identified and thus missing out on money they are entitled to for their education.

The successful application for free school meals leads directly to a later award of both the Early Years and School Age Pupil Premium. Both pupil premium awards are funding for economically disadvantaged pupils in your school and this funding helps support your school in the development and learning for these pupils.

#### 4.3.1 Anycomms+ Submission Forms

A notification will go on SchoolPoint shortly before release with instructions and deadline dates. You (the person who receives the twice weekly FSM authorisation list) will then receive an e-mail notification that a form is waiting for you on Anycomms+. You must adhere to the deadline to return the form to us with any additional claims you would like checking. Forms submitted after this date may not be collected by us.

#### 4.3.2 Information you have to provide Sheffield City Council for them to be able to check a claim

In order to check the eligibility of a claim we only need the claimant's Forename and Surname, NI number or NASS number and Date of Birth. **You must also have obtained consent from the claimant to pass this information to us for the purpose of free school meals checks.** The other information that we ask for on the spreadsheet is to help us match with our records (e.g. current address; relationship to child). Please note that we are unable to perform an eligibility check if we do not have the correct Forename and Surname, NI Number or NASS Number and Date of Birth for the claimant.

#### 4.3.3 Notification that your batch submission has been received

When you submit your Anycomms+ submission form you will receive a notification from the system that it has been sent. You will also receive a Blank Submission form back from Sheffield City Council once we have picked up your

submission. This is to allow you to submit any further information that you need to (e.g. additional/late claims or corrections to invalid data sent on the original form). It can take up to 24 hours for our team to pick up your submission so please wait this long to receive your Blank Submission form before contacting Customer Services. Once the whole process is complete and all claims have been checked you will receive a copy of your submission on Anycomms+ with information about which claims are eligible and which are not.

#### **4.3.4 What happens if new information or new claims come in after you have submitted your information**

As noted above, after you submit your first collection form to Sheffield City Council you will receive a Blank Submission form on Anycomms+ shortly after. You can use this form to let us know about any new claims that have come in or to correct any errors with the original form.

#### **4.3.5 Confirmation of eligibility**

Once we have processed the information you send to us and run the relevant checks you will receive a copy of your submission on Anycomms+ that tells you which claims were eligible and which were not. The claims will appear on your authorisation lists shortly after, providing you keep your weekly files into the MIS team current to notify us which children attend your school.

#### **4.3.6 Looked After Children and Forces children**

This collection exercise is only to gather information on claims made on **Income-based criteria**. The checks that Sheffield City Council perform at this time are only calibrated for this. Children at your school who are eligible due to LAC or other reasons will be picked up at other times of the year via already established processes. You do not need to send us their information as part of the batch collection.

#### **4.3.7 Submitting FSM or Pupil Premium claims outside census time**

The batch collection forms should only be used in the time between them being issued and the deadline given. Outside this time, please use the online form at [https://service.sheffield.gov.uk/selfservice/L2\\_Portal.html?formname=FSM\\_SelfSR eq\\_V3](https://service.sheffield.gov.uk/selfservice/L2_Portal.html?formname=FSM_SelfSR eq_V3). You can use this form to check for Free School Meals or for Early Years Pupil Premium. Any batch forms received outside the specified windows may not be picked up.

#### **4.3.8 Delaying submitting your information until census time**

If you become aware that a pupil may be entitled to a free school meal you **should not** wait until the next bulk check window. This is because if the parent is only in receipt of a qualifying benefit for a short while the child may miss out on protected free school meals and you may miss out on the pupil premium award which lasts for



up to 6 years under the EVER 6 criteria, even if the claimant was only eligible for a short time.

#### 4.3.9 Who do I contact with questions?

Please call the Customer Services team on 0114 2734567, Option 4, Option 3, and tell them your query is about Free School Meals/Pupil Premium.

*See Appendix 5: Process Map - FSM Application Process*

## 4.4 Free School Meal Authorisation Lists

Free School Meal Authorisation lists are the tool that Customer Services use to provide you with information about free school meal eligibility for individual children at your school. The lists are usually sent to school via Anycomms+ twice a week on Tuesday and Thursday. There is often a nominated person in school who has access to Anycomms+ who will receive the lists.

During Census week Authorisation Lists are sent daily so that you do not miss out on any funding claims in your census. (See page 18 for more information about free school meal funding)



Because of the high volume of new starters in September - the LA issue a second list to accompany the normal list (still via Anycomms+) called a Transfer Authorisation list. This list details free school meal awards for children who should be starting at your school. This is different to Section C (see below) which only shows in year movement (i.e. after the start of the academic year)

### 4.4.1 Authorisation List Format

The Authorisation List is split into three parts:

#### A. Current and Eligible

This section contains all your pupils who should be in your SIMS or other MIS system as entitled to a Free School Meal. Some of these children might be highlighted with a blue diamond or a green square (see below) to draw attention to those claims which are the most likely to not yet be recorded in your system. However you should always carry out regular checks to ensure your data matches the names on the list.

◆ Indicates student is new to the school

■ Indicates claim start date is within the last 28 days

Children only appear in the current section once they have started at your school and your weekly data file to the MIS team has been accepted and processed. If the files have stopped coming in the children will be missing from Section a.

## **B. Due to End/ Recently Ended**

Due to free school meal transitional protection there should be minimal children that appear in this section so you may not see this section on your report. Until 2023 the only children who will appear in this section are children;

- Whose parent/carers have insisted we end their claim regardless of transitional protection
- Who are not entitled to protected FSM (see page 11) as their parent/carers were claiming under either asylum seeker status or pension credit status and this entitlement has ended

## **C. Provisionally allocated to your school**

- This section contains children that may or may not yet be at your school, or may never arrive (due to being allocated a place elsewhere).
- This section is to give you advance notification of children being placed at your school during an already up and running academic year who will be entitled to Free School Meals when they start.
- For SIMS users - if you have added the child in your pre admission section you can record the FSM, otherwise you should hold the information securely and add it to your system once the child starts.

For the remainder of the academic year - the information will only leave this section once the child has started at either your school or another Sheffield school – so you do not need to report it to us if it remains in this section, unless it is still showing the following academic year.

### **4.4.2 Pupil missing from Authorisation list - School recently applied online/by telephone and received email/verbal confirmation that they are eligible:**

- School should check that data is regularly being sent to the MIS team (automated process) informing them which pupil(s) have started at the school and/or are in attendance at the school.
- This enables the MIS team to add/change the current registered school base for the pupil(s) on the database. The school authorisation list should then pick up the pupil names, otherwise their name will still be appearing on the school list they have recently moved/transferred from, or will have no registered base. (Contact details for the MIS team can be found on page 57)
- If the above process is being followed, school may want to contact Sheffield City Council on 0114 2734567 (select option 4, option 3) and provide details of the application made (e.g. lagan reference number)
- The Customer Service advisor should be able to find the application on their system and check the case notes to confirm the claim status

If necessary, a call back can be raised by the customer service advisor to check that the free school meals application details are showing on the system. A call back will be made to the school with the findings

#### **4.4.3 The Authorisation list is showing a sibling who attends the school but not their brother/sister:**

- If a pupil starts/attends school with a sibling name showing on the school authorisation list, a free school meals application will need to be made to Sheffield City Council with the sibling name and guardian details in order to check free school meal eligibility for that pupil, and for Sheffield City Council to add the pupil to the existing free school meals claim if they are entitled. (NB: If school applies on behalf of the guardian they need to ensure they have the guardian's consent)

Under the new Universal Credit protected FSM rules, a younger sibling is not necessarily entitled to free school meals, even if their older sibling(s) is/are (page 12).

#### **4.4.4 Parent/guardian have informed school that they are eligible for free school meals but the child(ren) are not showing on the Authorisation list:**

- Parent/guardian may indicate that they receive the qualifying benefits and are entitled to free school meals but may not have made an application to Sheffield City Council
- If a parent/guardian has made an application by telephone/online or by completing a paper application they should have been given a case reference number over the telephone; received an email confirmation or letter with the decision
- School may want to contact Customer Services on 0114 2734567 (select option 4, option 3) to check if an application has been received from the guardian
- the Customer Service Advisor should be able to trace whether an application has been received by the guardian and if so, check the case notes to confirm if the application has been approved or declined

#### **4.4.5 A child has recently joined your school from another local authority school and guardian has informed you that the child was receiving free school meals but they are not showing on the Authorisation list:**

- In most cases our Children Missing from Education and Admissions teams are capturing these children as they apply for places at Sheffield Schools, (i.e. a Free School Meal/Pupil Premium registration form is completed with the parent/guardian at their appointment), and will have verified their protected status with their previous school or local authority before they start with you (page11).
- These will then appear in Section C on your Authorisation list as soon as they are allocated a place at your school.

- You should then hold this information securely and once they arrive in school you can add the child and their entitlement to your system.



## 4.5 Backdating Free School Meals

*"It must be remembered that a FSM cannot be awarded retrospectively so each meal missed by a child/pupil is irretrievably lost to that child"*

(ECS Legal Compliance Guide, DFE, July 2015)

A child is only eligible for free school meals from the date on which their eligibility was confirmed. The Inland Revenue database, ECS only confirms entitlement to eligible benefits on the day that a free school meal application is made, it does not provide historical information - without this information Sheffield City Council cannot authorise backdated free school meals claims.

### 4.5.1 A parent/guardian refuses to pay for school meals that their child has received as they state they are in receipt of eligible benefits and therefore thought they were automatically entitled to free school meals

- A child is only eligible for free school meals from the date on which their eligibility was confirmed. There is no provision to backdate free school meals
- You will need to check your authorisation list to see if the pupil(s) name appears on the authorisation list and if not, speak with the parent/guardian as soon as possible to make arrangements for an application to be made (NB: no debt should be allowed to build up)
- School can also contact Customer Services on 0114 2734567 (select option 4, option 3) to check if an application has been made by the guardian
- The customer service advisor should be able to find if an application has been received by the parent/guardian and if so, check the case notes to confirm if the application has been approved or declined

### 4.5.2 Backdating a free school meal claim to write off a school meal debt

- Backdated free school meals cannot automatically be authorised if a parent/guardian contact history cannot be found by Customer Services in their free school meal data system to confirm that any contact was made relating to a free school meals application
- School can contact Customer Services on 0114 2734567 (select option 4, option 3) to check whether previous contact has been made by the parent/guardian. If previous contact **has** been made the case may be referred to the School Food Service manager who has the discretion to backdate free school meals in exceptional circumstances
- There may be other circumstances where a technical error has occurred with the electronic checking service. Parents will be asked to provide hard copy proof of

eligibility in order that legitimate backdated free school meals can be given. Customer Services will ask the advice of the School Food Service if schools are within the Sheffield Group Catering Contract or PFI contract.

#### **4.5.3 Free School Meal Reimbursement Requests**

- As above, a child is only eligible for free school meals from the date on which their eligibility was confirmed. There is no provision to backdate free school meals or to authorise reimbursement of dinner money.
- There is no centrally held fund to reimburse parents who have decided to pay for a meal or give their child a packed lunch while any free school meal claim is in dispute with the DWP
- Also some parents are unaware that they could have claimed and have only just done so. These requests for reimbursement cannot be authorised. For further advice on any reimbursement requests of this nature please contact Customer Services or the School Food Service.
- For KS3 and KS4 pupils entitled to free school meals who are on off-site placements or work experience, payments for free school meals taken will be paid to the school or the provider. See the process on page 33. This reimbursement process only applies to pupils who are already authorised and who are eating away from their normal school setting.

#### **4.6 Hardship Cases/Exceptional Circumstances**

- Schools can provide meals for pupils if they wish at their own discretion but they must be funded by the school. The pupil cannot receive a meal under the income-based rules as no authorisation has been established and therefore must **not** be recorded as FSM eligible until their eligibility has been verified by Customer Services.

Occasionally extreme hardship cases where parents/guardians are experiencing exceptional circumstances may be referred by Customer Services to the School Food Service Manager. There is no centrally held fund for such cases but a discretionary free school meal may be given depending on the circumstances for a short period only. Each case has to be judged on its own merits and these are not carried out routinely.

## 5. Free School Meals – Early Years

### 5.1 Two year Olds (FEL)

The Council is under a statutory duty to provide Free School Meals for children who are registered pupils of a state funded nursery or school, who attend early education both before and after lunch and whose parents are in receipt of benefits which meet the eligibility criteria.

Parents are eligible for FEL for two year olds from the term after their second birthday. They must meet **both** the age criteria **and one** of **either** the economic criteria for the family, or non-economic criteria for the child:



- **Economic** (FSM eligibility criteria – page 8)
- **Non-Economic Criteria:**
  - LAC child
  - If a child has a current statement of SEN or an EHCP
  - The child is in receipt of Disability Living Allowance
  - The child has left care under a special guardianship order, child arrangement order or adoption order

For a two year old to be eligible for free school meals they must:

- meet the economic criteria (page 8)
- be attending a school nursery setting, including local authority maintained, academy, or free school nurseries
- attend education sessions both before and after lunch on the same day

Note: Free school meals are not available at private, voluntary or independent nurseries, or other types of early years settings.

The parent must apply for free school meals via Customer Services; alternatively the nursery can apply on their behalf if written parental consent has been collected. (see free school meal application process on page 22)

More information about FEL for 2 year olds can be found at:

<https://www.sheffield.gov.uk/home/schools-childcare/childcare-free-early-learning>

## 5.2 Three and Four Year Olds

For three and four year olds to be eligible for free school meals they must:

- ❖ Meet the qualifying benefits criteria (page 8)
- ❖ Be attending a school nursery setting, including local authority maintained, academy, or free school nurseries
- ❖ Must be receiving education before and after the lunchtime period
- ❖ If a nursery were to change the timing of a session to take them over lunchtime (e.g. 10:00am -1:00pm), the nursery could give them a free meal but this would not be classed as two sessions, the school/nursery would be responsible for funding this themselves
- ❖ You may wish to consider submitting children for free school meal checks even if they currently only attend half day sessions, as if their pattern of attendance suddenly changes you would already have correct information regarding their free school meal eligibility.



### 5.2.1 Free Drinking Milk

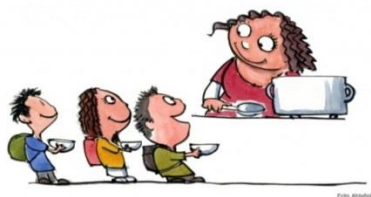
- ❖ All children who are registered pupils of a maintained nursery are entitled to free drinking milk, regardless of parental income.

## 6. Free School Meals – School Age

### 6.1 Reception, Y1 to Y2 (KS1) - Universal Infant Free School Meals (UIFSM)

Any child attending a state funded infant/primary school in Key Stage 1 (Reception, Year 1 or Year 2), is entitled to 'universal infant free school meals' regardless of parental income. Parents are advised to contact their child's school to tell them they would like to have 'universal infant free school meals'. Entitlement is based on school year group and not school age/date of birth.

Section 106 of the Children and Families Act 2014 makes provision for free school meals to be provided for all pupils in Reception, Year 1 and Year 2. This duty took effect from September 2014 and is applicable for maintained schools, academies and free schools.



Advice for schools on fulfilling the duty, including funding information can be found at: <https://www.gov.uk/guidance/universal-infant-free-school-meals-guide-for-schools-and-local-authorities>

#### Note:

- ❖ If a child of Reception/FS2 age stays back in nursery for another year they will not be entitled to universal infant free school meals. UIFSM are provided based on year group and not date of birth.
- ❖ If a child is 'summer born' and their start date at school is deferred for a year they will still be entitled to a UIFSM in Y2, even if their date of birth suggests they could be in Y3. UIFSM are provided based on year group and not date of birth.

#### Free Drinking Milk for Children in KS1

- School pupils over the age of 5 who are eligible for income-based free school meals are also eligible for free milk.
- In order to receive free milk the parent/carer must apply for income-based free school meals (see page 22). Entitlement to Universal Infant Free School Meals is not a qualifying criteria for free milk



## 6.2 Free School Meals - Y3 to Y11 (KS2, KS3, KS4)

### 6.2.1 Key Stage 2 (Y3-Y6)

Any child attending a state funded primary school is entitled to receive free school meals if they meet the eligibility criteria (page 8).

If parents of children currently in Y2 and in receipt of UIFSM have not already made an application for income-based free school meals their entitlement to free school meals will cease at the end of Y2. An application can be made via the normal free school meal application process (page 22).

The children on your Authorisation List are the children who currently have an income-based award for free school meals and do not need to reapply for Y3.



### Drinking Milk for Children in KS2

- School pupils in KS2 who are eligible for free school meals are also eligible for free drinking milk.
- In order to receive free milk the parent/carer must apply for income-based free school meals (See page 22).

### 6.2.2 Key Stage 3 and Key Stage 4 (Y7-Y11)

Any child/young person attending a state funded secondary school is entitled to receive free school meals if they meet the eligibility criteria outlined on page 8.

#### **Free School Meals, Work Experience/Off-Site Placements and Alternative Education Providers**

Secondary age pupils can still claim their free school meal entitlement when on work experience or attending a placement. The provider should claim FSM reimbursement in the following way:

- The pupil(s) should be provided with a meal by the provider to the value of a secondary school meal (£2.10)
- If the pupils attend a PFI secondary school or a secondary school within the Council's Group Catering contract. The provider should complete the Reimbursement template (*Appendix 8*) and return it to:  
[CYPDbusinesssupport@sheffield.gov.uk](mailto:CYPDbusinesssupport@sheffield.gov.uk)
- The list will be checked for FSM entitlement and reimbursement will be paid directly to the provider

- If the pupil attends a secondary school that manages its own catering provision the provider should contact the secondary school directly and make arrangements with them to claim back the reimbursement



### **Free School Meals and Y6 Transition Days**

Secondary schools can claim free school meal reimbursement for the Y6 pupils on Transition visits in the following way:

- If the pupils attend a PFI primary school or a primary school within the Council's Group Catering contract you should complete the Reimbursement template (*Appendix 8*) and return it to: [CYPDbusinesssupport@sheffield.gov.uk](mailto:CYPDbusinesssupport@sheffield.gov.uk)
- The list will be checked for free school meal entitlement and reimbursement will be paid directly into the schools bank account.
- If the pupils attend a primary school that manages its own catering provision you should contact the primary school directly and make arrangements with them to claim back the reimbursement

For queries regarding this contact: [CYPDbusinesssupport@sheffield.gov.uk](mailto:CYPDbusinesssupport@sheffield.gov.uk)

### **Drinking Milk for Children/Young People in KS3 and KS4**

- Children and young people in KS3 and KS4 who are eligible for free school meals are no longer entitled to free drinking milk, however drinking milk can be purchased in all secondary schools - this is supported by the Requirements for School Food (Regulations) 2014.

## 7. School Leavers/Further Education

### 7.1 Legislation

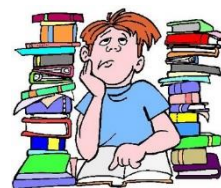
The 1996 Education Act requires maintained school and academy sixth forms to provide free meals to disadvantaged students who are over 16. In the 2014 to 2015 academic year this requirement was extended to disadvantaged students following FE courses at the range of FE funded institutions. Funding Agreements have been amended to place a legal duty on institutions to comply with this requirement.

### 7.2 Student eligibility

In order for a student to be eligible for a free school meal they must meet the following criteria:

- A student is only eligible to receive a free meal when they or a parent/guardian, have made a successful application on their behalf to the institution where they are enrolled
- A student must meet the free school meal eligibility criteria outlined on page 8.
- To be eligible for a free meal the student must also be aged 16 or over but under 19 at 31<sup>st</sup> August

Students aged 19 or over are only eligible for a free school meal if they:



- Are continuing on a study programme they began aged 16 to 18 (19+ continuers) or
- Have an Education, Health and Care Plan (EHCP)

These 2 groups of students can receive a free meal while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues.

The following groups of students are *not* eligible for free meals in further education support:

- students aged between 14 and 16 (these students are already covered by different provision, that is Free School Meals (FSM), see page 33.
- students aged 19 or over at the start of their study programme, unless they have an EHCP or are a 19+ continuer
- apprentices, including those with an EHCP

### 7.3 Institution eligibility

Students must be enrolled in further education provision funded via the Education Funding Agency (EFA) to be eligible for a free meal. Eligible institutions are:

- general further education colleges, including specialist colleges
- sixth-form colleges
- commercial and charitable providers
- higher education institutions (HEIs) with 16 to 19 funding from EFA
- specialist post-16 institutions (SPIs)
- local authorities (LAs) and FE institutions directly funded for 16 to 19
- Skills Funding Agency (SFA) only traineeship 16 to 18 providers
- European Social Fund (ESF) only institutions
- 16 to 19 only academies and free schools
- 16 to 19 only maintained schools

For further information: <https://www.gov.uk/guidance/16-to-18-education-free-meals-in-further-education-for-academic-year-2017-to-2018>

### 7.4 Free Meals for 14-16 year olds in further education and sixth form colleges

- General further education colleges and sixth-form colleges are able to enrol and receive funding from the Education and Skills Funding Agency (ESFA) for students aged 14-16 years old if they meet the programme eligibility criteria.
- The college, must, if requested to do so by a 14-16 year old student or their parent/carer, provide meals for those students unless it would be unreasonable for it to do so.
- Where students are eligible for free school meals, these should be provided by the college. The normal free school meal eligibility criteria applies, and is outlined on page 8.
- A student is not eligible to receive a free meal until an application has been made by them or on their behalf.
- College should develop their own process for dealing with free school meal applications. Some may choose to use a paper application form, whilst others may choose to provide an on-line application option.

More information can be found here: <https://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges>

### 7.5 University Students

A university student receiving a student loan may be entitled to free school meals for a dependent child if they are in receipt of Child Tax Credits. If the student has come from abroad on a student visa they might not have 'recourse to public funds' in which case they are not entitled to free school meals.

## 8. Children Looked After (CLA)

Any pupil who meets the free school meal criteria is eligible for a free school meal, there are no separate criteria for children in care, (residential or foster care).

The criteria for free school meals only requires the parent or pupil to be in receipt of one of the qualifying benefits to make a request for free school meals (For the eligibility criteria see page 8)



The Education Act 1996, section 576, defines a '**parent**' as including someone who has care of, or legal responsibility for the child. This definition covers, but is not limited to, birth parents, foster parents, adoptive parents, guardians, special guardians, grandparents, or other family members.

The legislation does not exclude foster parents from applying for the entitlements for their foster children.

The definition of '**parent**' includes a person who has parental rights or care of the child. Therefore, in the case of foster children, either of their natural parents or either of their foster parents can make a claim for free school meals if they are in receipt of an eligible benefit.

There is no specific guidance that sets out the above, but the criteria is set out in section 512 of The Education Act 1996. This states that a pupil or their parent must be in receipt of certain qualifying benefits and must make a claim to the school for free school meals.

- If a child is fostered or taken into care they will continue to receive free school meals if they have an existing claim under the name of the natural parent. Unless the parent informs the local authority that they do not want the child to continue to have a free school meal the child will continue to be eligible, regardless of where and with whom the child lives.
- If a child is fostered or taken into care while in receipt of protected free school meals they will keep their protection – the protection is awarded to the individual child (page 15).

## 9. Asylum Seekers and Refugees

On arrival in the UK asylum seekers can apply for National Asylum Seeker Support (NASS) in order to apply for and secure Refugee status:

- Asylum Seekers are given a NASS number (it is a 9 digit number, in the format “010234567” where the first four digits should be in the format YYMM) and will be awarded free school meals if they are in receipt of Section 95 support from the Home Office until their application for Refugee status has been determined.
- They must apply for Free School Meals following the normal process (page 22)
- A copy of the Section 95 Home Office letter will need to be seen by Customer Services if the eligibility checking system does not approve the initial application made or recognise the claimants NASS number/personal details. If eligibility is confirmed, the start date of the claim can be backdated to when the original application was made.
- If the application for Asylum/Refugee status has been unsuccessful they can apply for Section 4 support whilst they appeal. Please note that the claimant may not be entitled to free school meals at this time. Free school meals may be awarded on a discretionary basis until the appeal has been heard but only in exceptional circumstances. Schools will need to contact Customer Services if this situation arises.
- The children will appear on the FSM authorisation list with a NASS number.
  - Customer Services will check ongoing entitlement to FSM for these families and if their circumstances change entitlement will be stopped
  - Schools will be notified as per the normal FSM authorisation list process (page 25)
- If the application for refugee status and /or the appeal are successful, the Home Office will approve ‘Leave to Remain’ status and the family will become Refugees. They will be given a National Insurance Number (NINO) and the normal qualifying criteria will apply for free school meals.
- Once they have been awarded a National Insurance Number they will need to contact Customer Services on 0114 2734767 (Option4, Option3) to update the claim (i.e. the NASS number will need to be removed on their systems and NI number added to the guardian claim details) and ensure continued eligibility.

## 10. School Milk

- ❖ All primary school children in Sheffield aged between 5 to 11 years old are entitled to subsidised school milk. The School Food Service claim the EU subsidies via the Department of Health, through the Nursery Milk Reimbursement Unit (NMRU) and Rural Payments Agency (RPA) on school's behalf.
- ❖ All children *under the age of 5* who are registered pupils of a maintained nursery, or in Reception/FS1 are entitled to free drinking milk, regardless of parental income.
- ❖ School pupils over the age of 5 who are eligible for income-based free school meals are eligible for free milk
- ❖ In order to receive free milk the parent/carer must apply for income-based free school meals. Entitlement to Universal Infant Free School Meals is not a qualifying criteria for free milk
- ❖ Schools can use the Free School Meal/Pupil Premium Registration form (*Appendix 4*) to collect information to make a free school meal application which would then automatically award free milk.
- ❖ Drinking milk can be purchased in all secondary schools – this is supported by the Requirements for School Food (Regulations) 2014.
- ❖ The School Milk contract is managed by the School Food Service on school's behalf. (Contact 2734767 for further information)



## 11. Free Home to School Travel

Children who are entitled to free school meals **or** whose parents are in receipt of maximum Working Tax Credit may also be entitled to free home to school travel support if they:

- Are over the age of 8 but are not 11 years old and travel more than two miles to their nearest qualifying school
- Are aged 11 to 16 years and attend a qualifying school that is more than two miles, but not more than six miles from their permanent home address (as long as there are not three or more nearer suitable qualifying schools); or
- Attend the nearest qualifying school based on their parents religion, belief or preference, and the school is more than two miles but not more than fifteen miles from their permanent home address. This is to ensure that low income families are not discriminated against on the grounds of their religion or belief.

Further information can be found at:

<https://www.sheffield.gov.uk/content/sheffield/home/travel-transport/zero-fare-travel.html>

Enquiries should be made through Customer Services on 0114 274567.

## 12. Removing the Stigma of Free School Meals

The low take-up of Income-based free school meals continues to be an issue across all local authorities. As an example, in the Sheffield Group Catering Contract there are approximately 29,991 primary school children on roll, of which 5,974 children are eligible for free school meals (2018-19). Around 24% of those eligible do not take up their entitlement and eat their free meals. This means that approximately 1,434 children are missing out on all the health benefits of a nutritious school lunch.

There are lots of reasons why this is happening, however one of the major barriers between children and free school meals is the social stigma often attached to receiving one.

The stigma associated with free school meals can effect both a child's and a parent's decision to claim free meals. Children can feel embarrassed about receiving free school meals and may even suffer from bullying about it. Parents may feel anxious about other parents knowing that they claim a benefit.

Completely removing the peer to peer discrimination that exists for free school meals recipients in many schools is a challenge. But, there are steps you can take to recognise and minimise the negative effect it can have on a child's willingness to eat a free school meal.

We want to ensure that every child entitled to a free school meal can enjoy eating it without fear of embarrassment. Some practical ways to achieve this are as follows:

### For Children and Young People:

- Consider an envelope system for all children so that children on free school meals hand in empty envelopes with children who pay for their meals
- If you ask for children's meal choices for the day at registration, stick to register order, rather than having a separate list for free school meal children
- In secondary schools, create meal deals that can be chosen by all pupils and remember that the free school meal allowance should always be set so that it is enough to cover a main meal, dessert and a drink. Grab and go meal deals give pupils on free school meals more choice and the opportunity to eat with friends
- In secondary schools biometric cashless catering anonymises pupils receiving free school meals (page 59)



### For Parents:

- Keep parents informed. Provide all parents with information about free school meals before the new school year starts and remind them each term or half term
- Offer different channels of communication. Provide a name and contact details of someone at the school who can talk to parents about the eligibility criteria and the application process. Whilst some parents may be happy to talk in person, others may feel more comfortable on the phone
- Some may prefer the anonymity of going directly to Customer Services, or completing an online application form
- Always be discreet. Offer a confidential environment for parents to ask questions about free school meals. Similarly, if you ever need to ask a parent about an issue with their child's free school meal entitlement, do this privately and always avoid discussing these issues directly with children

For more information about how you can help parents with the free school meal application process, refer to page 22 of this Guide

We are always looking for new ideas and examples of good practice to share with schools, and if you use methods not covered in this FSM Guide we'd really like to hear from you. Contact: The School Food Service - 0114 2734767



## 13. How to Increase Your Take-Up of Free School Meals

Here are some simple ideas to help maximise the number of pupils in your school who take a free school meal. It will also help to increase the number of pupils who take a universal infant free school meal or a paid school meal.

1. Carry out a survey with pupils and parents/carers to identify barriers to the take-up of free school meals
2. Set up an information stand at school events or parent/carer evenings, provide food tasters if possible
3. Send letters home to parents/carers to remind them that they could be eligible for a free school meal
4. Send text messages home to remind parents/carers that applying for free school meals could save them around £400.00 per year per child
5. Invite parents/carers or grandparents in to try a school meal with their child, e.g. 'Bring your parent/grandparent to school day', or parent/carers of 'new starters'
6. Have a comments box in the dining room for pupils to give feedback on their school lunch
7. Recruit pupils as 'School Food Ambassadors' to represent the voice of their peers and to attend regular meetings with the catering staff to contribute to menu planning. Alternatively this could be one of the roles of school council
8. Ensure you have an effective packed lunch policy or guidance in place that is aligned to the School Food Standards
9. Speak sensitively with individuals who bring a packed lunch to find out why they don't choose to take a school meal
10. Carry out tasting sessions for pupils or offer samples during lunchtime



11. Display a photo and phone number in the school reception of the member of staff families can speak to about school meals or free school meals

12. Deliver an assembly on the benefits of eating a school meal

13. Cook and prepare dishes from the school menu as part of the food technology curriculum

14. Hold exciting and creative school meal theme days. Ask pupils, and talk to your catering provider for ideas for themes. Themes could be linked to the school curriculum or for example to sporting/cultural events, or holidays. Hold Lucky Plate Days with prizes for pupils

15. Make sure your dining environment is sociable, happy, attractive, clean and inviting. For example, use pupil's artwork on the walls to improve the atmosphere

16. Incorporate a popular story book theme into the dining room, for example, The Hungry Caterpillar

17. Implement promotions and incentives such as a day each year when school meals are free or £1, sibling discounts or 'buy four get one free'

18. Make sure you offer food that meets pupils' dietary and cultural needs as well as a range of taste preferences



19. Make sure your queuing times are kept to a minimum. Try a pre order system to reduce waiting time. Secondary schools could try adding extra service points or staggering the lunchtime for different year groups

20. Implement a pre-ordering system where pupils can collect a 'grab-bag' without the need to queue

21. Develop strong partnership working with your catering provider to ensure that menus are of good quality and meet the needs of the school

22. Put UIFSM flyers promoting school meals in KS1 packed lunch boxes

## Case Study - High Green Primary school pilot

- **AIM - For all UIFSM children to have a school lunch and sit together at lunchtime**
  - This plan was communicated to the parents of new reception/FS2 children in the summer term prior to them starting school in September
  - Concerned parents could send their child to school with a packed lunch as a 'back-up', but they had to try a school meal
  - Parents had a copy of the school menu at home and could help their child choose which meal they wanted each day
  - The children pre ordered their meal each morning ensuring that they had the meal of their choice
- **OUTCOME**
  - The pilot was very successful - with anecdotal evidence of parents contacting school to say 'thank you', children that were fussy eaters were eating meals with their friends, and trying a variety of different food that they wouldn't have tried at home
  - Parents realised they were wasting food by sending in a packed lunch
  - Children didn't question the change because they were all doing the same thing - it became the norm
  - As reassurance the School Business Manager sent one concerned parent a photograph every day of the lunch her child had eaten
  - Increased take-up of UIFSM

If you have successfully trialled any initiatives for increasing the take-up of school meals and free school meals that you could share with other schools, please contact the School Food Service who can include it in future FSM Guide updates.

For further support and advice on increasing the take up of free school meals contact the School Food Service on 0114 2734767.

See *Appendix 6* for a Development Plan template that could be adapted to increase the take up of school meals in your school.



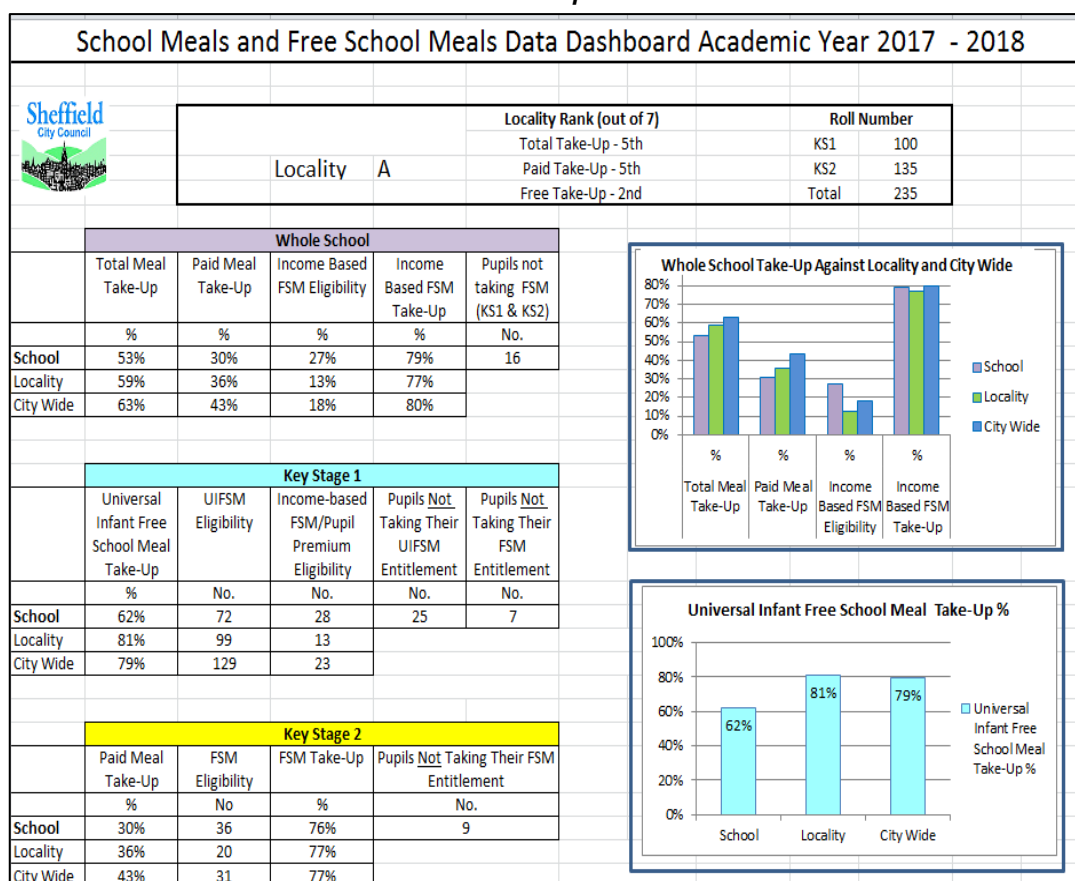
## 14. Free School Meal Data Dashboard

A number of Infant, Junior and Primary schools across the city have participated in a 'Tackling Inequality and Childhood Poverty' project delivered by the School Food Service. As a result of the project it was identified that schools would like access to meaningful school meal **take-up data** for their school in a locality and city wide context. This is to enable schools to:

- benchmark their free school meal take-up data against other schools,
- focus on the children not taking up their entitlement for a free school meal,
- share best practice with other schools, and
- provide reporting data for governors if required.

The individual data dashboards (see below) will be emailed to Headteachers and school business managers of Infant, Junior and Primary schools annually, at the beginning of the new academic year.

### Example



If your school is a PFI school or is not part of the council's group catering contract we can still provide you with benchmarking data. You will need to complete the attached Free School Meal Take-up Data template (*Appendix 7*) and return it to the School Food Service.

For more information about the Data Dashboard, contact The School Food Service on 0114 2734767.





Free school meals being served as part of the School Meals Act 1906.

## School Meals Act 1906

Free school meals were introduced at the start of the 20th Century to ensure that poorer members of the community had at least one 'square meal' a day...

In 1904, the Interdepartmental Committee on Physical Deterioration found so many working class families to be malnourished, that it gave advice on better nutrition for families. By 1906 it was decided that children from the poorest families should be allowed free school meals.

In 1906 the Liberal government, with Herbert Henry Asquith as Prime Minister and David Lloyd George and Winston Churchill appointed to the cabinet, sought to identify and help those in society who were in need of help, the young, old, sick and unemployed. The germ of these attitudes can be seen in the School Meals Act 1906.

The School Meals Act 1906, gave local councils the power to provide free school meals.

Labour backbencher, William Wilson put forward the idea of free school meals as a Private Member's Bill because it became obvious that many children were turning up to school hungry. They were often unable to focus on their education as lack of food made them lethargic and unwell. Margaret Macmillan, an educationalist said;



From 1906, many schools served a midday dinner. These were solid, heavy, belly- filling meals with plenty of stodge.

I followed some of these poor-class children to their homes. There I found that they rarely have milk in their food, not often meat, and that bread with margarine or with treacle, and tea without milk, form the staple of their morning and evening meals. In one of these poverty stricken homes I found that a man, his wife, and six children were subsisting upon his weekly wage of 18s., out of which 4s. was paid for rent. In another, the weekly wage and the rent were about the same as in the case just mentioned, and here the wife had been mother to eight children, four of whom were dead, one was dying before his first birthday, and the three surviving "remnants" were very rickety. Is this state of society to continue?

**'Feed the stomach, then the mind...'**

She was passionate about improving the welfare and education of children and encouraged others to see children as the nation's future who needed to be nurtured, in order to be educated, in order to benefit society

## The result of introducing the School Meals Act 1906

- The number of school meals provided rose from 3 million in 1906 to 9 million in 1910 and 14 million in 1914.
- Local authorities were eventually given a grant of 50% from the treasury
- Children who received them were better nourished and their lives improved <http://www.intriguing-history.com/school-meals-act/>



# Pupil Premium

## 15. Pupil Premium



### The Purpose of Pupil Premium

#### 15.1.1 Targeted Support

The Pupil Premium is funding allocated to schools for the specific purpose of boosting the attainment of pupils from low-income families. Funding is based on children registered for an income-based free school meal, further reinforcing the importance of making sure all those who qualify are actually registered.

The Pupil Premium is intended to help schools provide targeted support to improve the life chances of disadvantaged children and young people. It will help children from low-income families to reach their full potential and progress on to further and higher education, and ultimately lead to improved employment opportunities in the future.

Pupil Premium is paid by the government and is in addition to your schools budget. Eligibility for the Pupil Premium is based on known eligibility for free school meals as recorded on the January School Census for pupils in years from Reception to Y11.

#### 15.1.2 Spending Pupil Premium Funding

Whilst your school is free to spend the Pupil Premium as you see fit, you will be held accountable for how you have used the additional funding to support pupils from low income families. Measures are included in school performance tables that will capture the achievement of those pupils covered by the Pupil Premium, and schools are required to publish information on their website about how they have used the Premium.

#### 15.1.3 Taking Up the Free School Meal

The Pupil Premium will be paid on the basis of registration for free school meals, rather than on take-up. However, the fundamental purpose of a free school meal is to guarantee a child a tasty, nutritious lunch every day, which has proven benefits for their health, their behaviour and their concentration in lessons. As a school working in the best interests of your children, it is important that every qualifying child is encouraged to both register for and take up their right to a free school meal.

#### 15.1.4 A Measure of Deprivation

Eligibility for free school meals is the only pupil-level measure of deprivation available and information on levels of eligibility is collected and updated annually. The link between free school meal eligibility and underachievement is very strong. At every Key Stage, the average level of educational attainment for pupils who are eligible for free school meals is lower than for pupils not eligible for free school meals. Therefore free school meals eligibility is a good measure of identifying and targeting underachievement.



### 15.1.5 The Role of Local Authorities

Local authorities are responsible for passing on the Pupil Premium to schools, and for managing its distribution in respect of looked after children and children in non-mainstream settings. There will be some looked-after children that are not in mainstream provision and it will be the role of the local authority to use the Pupil Premium to support these children as per each child's personal education plan

*(School Food Trust)*

### 15.1.6 'Ever 6'

Schools receive Pupil Premium funding for each pupil registered for free school meals on January Census day for a period of six years regardless of whether they remain eligible for free school meals. Pupil Premium pupils are therefore often referred to as 'Ever6'.

## 15.2 Pupil Premium Funding

Pupil premium funding is available to schools maintained by the local authority, including:

- Special Schools, for children with special educational needs or disabilities
- Pupil Referral Units (PRUs), for children who can't go to a mainstream school
- Academies (<https://www.gov.uk/types-of-school/academies>) and Free schools (<https://www.gov.uk/types-of-school/free-schools>), including:
  - Special academies, for children with special educational needs or disabilities
  - Alternative provision (AP) academies, for children who can't go to mainstream school
  - Voluntary sector AP, with Local Authority agreement
  - Non-maintained special schools (NMSS), for children with special educational needs as approved by the Secretary of State for Education under section 342 of the Education Act 1992

Schools will receive the following pupil premium funding for pupils recorded in the **January school census** who are known to have been eligible for free school meals at any point in the last 6 years (Ever 6), as well as those first known to be eligible at January census day.

Disadvantaged Pupils	Pupil Premium per pupil (as of Jan 2018)
Pupils in year groups Reception to Year 6 (Ever 6)	£1,320
Pupils in Years 7 to Year 11 (Ever 6)	£935
Looked after children (LAC) and Post-LAC children.	£1,900
Service Children	<b>Services Pupil Premium per pupil</b>
Pupils in year groups Reception to Y11 recorded as Ever 6 Service Child or in receipt of pensions under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)	£300

The **LAC Premium** is managed by the Virtual School Head at the Local Authority, and is used for the benefit of the looked after child's educational needs as described in their personal education plan.

The DfE introduced the **Service Pupil Premium (SPP)** in April 2011 in recognition of the specific challenges children from service families face and as part of the commitment to delivering the armed forces covenant. State schools, academies and free schools in England, which have children of service families in school years Reception to Year 11, can receive the SPP funding. It is designed to assist the school in providing the additional support that these children may need and is currently worth £300 per service child who meets the eligibility criteria.

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know>

### **Pupil Premium and Service Premium for 14-16 year olds in Further Education and Sixth Form colleges**

Colleges should include a question on their enrolment process that allows a student or their parent/carer to identify eligibility for pupil premium and/or the service premium. The criteria include:

- whether the child is currently claiming a free meal
- whether the child was recorded as claiming a free meal at any point in the past 6 years
- whether the child is in care, or has been adopted, or left care through a specific court order
- whether the child is classed as a 'service child' as defined in the Pupil Premium Conditions of Grant

<https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019/pupil-premium-2018-to-2019-conditions-of-grant>

The college should submit a return detailing the pupils eligible for pupil premium and/or service premium to ESFA in December.

## 15.3 Early Years Pupil Premium (EYPP)

From April 2015, nurseries, schools, childminders and other childcare providers have been able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.



Early Years Pupil Premium provides an extra £0.53 per hour (as of February 2018) for three and four year old children. This means an extra £302 per year for each child taking up the full 570 hours funded entitlement to early education. Children will not need to access the full entitlement to be eligible; EYPP is paid on a pro rata basis.

### Which children are eligible?

Three and Four year olds accessing funded early education who:

- Meet the Income criteria for free school meals (see page 8 for the free school meal eligibility criteria)
- Have been looked after by the local authority for at least one day; **OR**
- Have been adopted from care; **OR**
- Are subject of a special guardianship order or child arrangement order.

### How do schools/Early Years providers claim the EYPP?

- Schools should make parents aware of the EYPP, highlighting the benefits for their child
- Registration by the parent is voluntary. Parents who might meet the eligibility criteria should be encouraged to register their child by filling in an Early Years registration form. (Available to all providers on the Sheffield Information Directory). ***It is essential that you collect and securely retain parental consent to use their information to check their entitlement***
- Schools are responsible for passing details of eligible children to the local authority via your early years headcount return in the Provider Portal, based on their completed registration form and consent.
- You can enter the parent's details for an EYPP check in any one of the 9 headcount tasks released to you each year – You only need to enter the parents details once onto a headcount for an EYPP check and they will be retained against the child for all your future headcount returns.

### When will we receive the EYPP funding?

- For 2018 you will receive any EYPP entitlement as part of your Actuals payment. A 'Statement of Hours Claimed' report will be issued to notify you of which children have had the EYPP applied.

## 15.4 School Age Pupil Premium

- School-age pupil premium is awarded retrospectively to children who have been identified as eligible for a free school meal at January census day
- January census is the most important collection for school age pupil premium. Pupil premium funding for next year is based on the data submitted for January census each year. **If a school misses the deadline at January census a whole year of pupil premium funding will be lost.**
- A child/young person does not have to be in receipt of free school meals on census day itself to qualify for pupil premium funding, but to have been in receipt of free school meals at some point, even for a short period of time since January census day in the year prior.
- Every child identified will qualify for Ever 6 Pupil Premium funding for the following six years. The Pupil Premium funding follows the child/young person when they move school.
- In order to maximise the Pupil Premium available to your school, we recommend that you regularly engage with parents in order to collect their consent and data for the purpose of checking for free school meals eligibility
- You can use the Free School Meals/Pupil Premium Registration form (*Appendix 4*) to collect information and parent consent to check eligibility for free school meals, and therefore Pupil Premium prior to January Census day. Customer Services provide a batch checking service via a form on Anycomms+. This bulk checking service is available for around 2 weeks prior to January census day. (See pages 23-5 for further information on the Anycomms batch checking process)
- For further information about Pupil Premium funding at your school you can download your pupil file from Key to Success (normally released in July)  
<https://www.keytosuccess.education.gov.uk/>  
Further information about Pupil Premium funding can be found at:  
<https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019/pupil-premium-2018-to-2019-conditions-of-grant>



## 15.5 Universal Infant Free School Meals (UIFSM) and Pupil Premium

The introduction of UIFSM in 2014 appears to have had a detrimental effect on Pupil Premium funding for schools. Parents are less likely to fill in a FSM application form and share personal information because they already receive a UIFSM for their child. As a result school staff are spending valuable time and resources encouraging parents to fill in free school meal application forms to maximise their Pupil Premium funding.

### Key Points:

- The application process for income-based FSM/Pupil Premium needs to be as effortless as possible for parents
- Language barriers when applying either on-line or by paper application can be a deterrent
- Parents are often not aware of what Pupil Premium is, and the importance of the funding for schools.
- Parents may not know that they need to apply for income-based free school meals to receive free school milk for their child

### Maximising Pupil Premium - Sharing Good Practice

- Schools use the Sheffield City Council online application process for free school meals to apply on behalf of their parents (page 22)
- Many schools successfully use the Free School Meal/ Pupil Premium Registration Form, in conjunction with the Anycomms+ spreadsheet provided by Customer Services, in advance of January Census day to batch check pupil entitlement to free school meals (page 23-5)
- A number of schools have Pupil Premium governors/ Pupil Premium Champions, and promote Pupil Premium in a variety of ways including on the school website, school newsletters, by letter or by text.
- Parent events in schools are used as an opportunity to give out FSM/Pupil Premium Registration forms.
- Transition Packs, home visits for new starters (Reception/Foundation Stage children) and school admissions forms are used to collect parent information and parent consent to check free school meal eligibility
- A number of schools use incentives to encourage KS1 parents to fill in Free School Meal/Pupil Premium Registration forms. For example, parents who are found to be eligible for income- based free school meals are given, a free book bag/ school sweatshirt/ book voucher, or supermarket voucher.

## 15.6 Maximising Pupil Premium Funding

### 15.6.1 What we're doing to support you...

#### Automatic Award of FSM using Housing Benefit Information

The School Food Service have worked collaboratively with other Sheffield City Council services to increase the amount of Pupil Premium funding for academies and maintained schools by gaining consent from parents to use Housing Benefit and Council Tax Support information to check their free school meal eligibility. This had a significant impact on free school meal entitlement and pupil premium funding for the years 16/17, 17/18, 18/19 and 19/20.

2019-20

<b>Number of additional children eligible for FSM who attract Pupil Premium</b>  <b>216</b> School age children  <b>6</b> 6 <sup>th</sup> form pupils (not pupil premium)  <b>504</b> Early Years children eligible for protected FSM and Pupil Premium funding when they move into a school setting	<b>Total</b> 222
<b>Additional Pupil Premium funding available to schools</b>  132 Primary pupils @ £1,320 = <b>£174,240</b> 84 Secondary pupils @ £935 = <b>£78,540</b>	<b>Total</b> <b>£252,780</b>
<b>Ever 6 Total</b>	<b>£1,516,680</b>

2018-19

<b>Number of additional children eligible for FSM who attract Pupil Premium</b>  <b>582</b> School age children  <b>22</b> 6 <sup>th</sup> form pupils (not pupil premium)  <b>701</b> Early Years children eligible for protected FSM and Pupil Premium funding when they move into a school setting	<b>Total</b> 604
<b>Additional Pupil Premium funding available to schools</b>  399 Primary pupils @ £1,320 = <b>£526,680</b> 183 Secondary pupils @ £935 = <b>£171,288</b>	<b>Total</b> <b>£697,968</b>
<b>Ever 6 Total</b>	<b>£4,187,808</b>

2017-18

<b>Number of additional children eligible for FSM who attract Pupil Premium:</b>  <b>735</b> School age children  <b>131</b> Nursery children eligible for a FSM if they attend both morning and afternoon sessions (EYPP)  <b>9</b> 6 <sup>th</sup> form pupils (not pupil premium)	<b>Total</b> <b>875</b>
<b>Additional Pupil Premium funding available to schools</b>  <b>499</b> Primary pupils @ £1,320 = <b>£658,680</b> <b>236</b> Secondary at @ £935 = <b>£220,660</b>	<b>Total</b> <b>£879,340</b>
<b>Ever 6 Total</b>	<b>£5,276,040</b>

2016-17

<b>Number of additional children eligible for FSM who attract Pupil Premium:</b>  <b>1,167</b> School age children  <b>294</b> Nursery children eligible for a FSM if they attend both morning and afternoon sessions (EYPP)  <b>22</b> 6 <sup>th</sup> form pupils (not pupil premium)  (1,200 children under the age of 5 identified who will be entitled to FSM and Early Years Pupil Premium once they move into a school setting providing their circumstances do not change)	<b>Total</b> <b>1,483</b>
<b>Additional Pupil Premium funding available to schools</b>  <b>783</b> Primary pupils @ £1,320 = <b>£1,033,560</b> <b>384</b> Secondary at @ £935 = <b>£359,040</b>	<b>Total</b> <b>£1,392,600</b>
<b>Ever 6 Total</b>	<b>£8,355,600</b>

We are continuing to explore ways of securing free meals for children who need them, and to maximise Pupil Premium funding for schools, for example:

- We have worked with the Admissions Service to establish a process to collect parent consent to check free school meal eligibility when they apply on the Admissions Portal for a school place. We successfully trialled this in 2019 during the primary and secondary school applications process.
- Through working with the Admissions Service we are now able to include a Pupil Premium/FSM information sheet with the letters that go out to parents on primary and

secondary school allocation day, encouraging parents to apply for FSM and explaining the importance of Pupil Premium funding to their child's school.

- This is a process that we will continue to develop with the Admissions team and roll out annually.

Further updates on these initiatives will follow on Schoolpoint.

If you have successfully trialled any initiatives for maximising Pupil Premium funding that you could share with other schools, please contact the School Food Service who will include it in future Free School Meal Guide updates.



0114 2734767



## 16. Systems and Processes

### 16.1 Capita One (EMS)

Capita One is used by a large number of service teams including Admissions (to allocate school places), Children's University, Children in Employment and Entertainment (to issue licences and track employment), Early Years (to track nursery children and funded hours), Exclusions, Free School Meals, MIS Team (for statutory school census and assessment returns), Personnel, PAS, SEN and case management for other teams (Family Group Conferencing, MAST, Attendance Legal, Autism, Hearing Impaired, Visually Impaired, Portage, Independent Travel Training).

### 16.2 Anycomms+

Anycomms + is the system used by the authority for transferring data and files with schools. The system can be used to transfer any type of file to and from schools with services in the authority.

The types of data transferred include:

- EHCP Files
- Free School Meals authorisation lists
- Medical Diet information
- School Admissions information
- Inclusion Panel papers
- School Appeals
- MIS Returns

The system is used by a wide range of staff within schools including headteachers, Sencos, safeguarding officers, assessment co-ordinators, business managers and administrative staff. All users have individual logins to the system which should be requested via the school administrator. School users are assigned roles on Anycomms which determines the types of file they will receive.

When a file is sent by the authority to the school the recipient will receive a notification by e-mail that a file is awaiting collection. The recipient should then log into Anycomms plus to download any file(s) that have been sent for the role(s) they have.

To send a file to the authority schools upload the file and select a file type, this determines the service within the authority who will be able to access the file and minimises the risk of inappropriate.



Anycomms+ Issues: 0114 2736582

## 16.3 MIS (Management Information System)

Schools MIS are used to help with the effective management of school information including:

- School Details
- Class Details
- Employee Details
- Pupil Identifiers (name, Dob, Address etc.)
- Pupil Contacts
- Attendance
- Behaviour
- Exclusion
- Assessment
- Free School Meal Eligibility

This data is used to complete statutory returns (Pupil Census, Workforce Census, Key Stage Returns) and can be used by schools for a number of different activities including identifying and tracking areas of school improvement, trend analysis, Ofsted readiness and parental reporting.

### **MIS Schools' Team**

The team provides a helpdesk which supports schools with their SIMS system. We are also responsible for ensuring that schools make their statutory returns, and for the quality of data transferred to the Capita ONE (EMS) system.



MIS/SIMs Support Team: 0114 2734517

## 16.4 SchoolPoint 365

This is an online resource which schools requested, and is used to communicate written information to groups of school staff and allows schools to feed information back to Sheffield City Council. It also has the function of holding themed documents for various services. By using it, schools and the council reduce costs on post. All Sheffield schools have access to the system.

### **What information do we provide in SchoolPoint 365?**

- Postbag Items - these are letters, notices, flyers, etc that would normally been posted out in hard copy on a daily basis
- Calendars - these include training opportunities and headteacher meetings
- Documents produced by SCC to help schools manage their business and meet their legal responsibilities in areas such as Health and Safety, School Food, Human Resources etc
- General advice to schools on the range of services that SCC provides for its schools and how schools can access these services

## Information we get from schools

- The system is an excellent way of gathering vital information we need from schools. This is usually done by placing forms on the site which school staff complete and submit online
- Schools register their annual buy-in of services that we offer them on a traded basis

### **Login to SchoolPoint 365**

(Usernames and passwords are required for access and can be requested by emailing [cypinfocentre@sheffield.gov.uk](mailto:cypinfocentre@sheffield.gov.uk))

## 16.5 On-Line Payment Providers and Cashless Systems

### **16.5.1 SCC online payment provider: sQuid (2017-2020)**

The implementation of sQuid online payment system requires schools to authorise access to certain data files within their MIS provider - SIMS, or other similar systems. Information such as free school meal eligibility is extracted from SIMs and the online payment system automatically populates a daily dinner money credit against each pupil registered as free school meal entitled. If this balance isn't taken it is automatically deleted at the end of each day and this process continues for the period the child remains eligible for free school meals.

To enable implementation of the online payment facility schools enter into a 'data sharing agreement' and issue each parent with a letter of intention to register. If parents don't wish to engage with the online platform their information is not exported and access to this data is prohibited to the provider

If you required further information regarding online payments please contact Debby Brebner or Leah Barratt:



**School Food Service: 0114 2734767**

### **16.5.2 Cunninghams Cashless System**

The majority of secondary schools in Sheffield operate the Cunninghams Cashless Catering system. The cashless system provides a quick and efficient service by speeding up the lunchtime queues by using quicker identification methods and pre-collecting payments. It also removes the free school meal stigma – each pupils account is entirely confidential and all pupils use the same biometric or card payment system at the till.

#### **▪ *Parents Add Payments***

Parents can use online payments to top up their child's account or if preferred, via revaluation units within the school

- ***Pupil ID Scanning***

Pupils can go to any till point to choose lunch and pay. Another option is to order lunch at a pre-order kiosk, by using biometric recognition to access their account

- ***Lunch Collected***

Once the transaction has been authorised, the pupils account is instantly debited and lunch can be collected

- ***Reporting***

Generating daily, weekly or monthly reports is easy. Schools have access to reports on meals consumed, overdue accounts and food wastage

- ***Alerts to Parent/Guardian***

School can issue e-mail alerts to parents and guardians to alert them of low or overdue balances

For Further information :

<https://www.crbcunninghams.co.uk/cashless-catering>

## 17. Useful Contacts for Advice and Information

### 17.1 Who do I contact if I have a FSM question?

If your question is about Free School Meals process, policy or legislation then please contact :

The School Food Service – 0114 2734767

Email: [schoolfoodservice@sheffield.gov.uk](mailto:schoolfoodservice@sheffield.gov.uk)

OR

Information & Development Projects at:

[IDPT@Sheffield.gov.uk](mailto:IDPT@Sheffield.gov.uk)

MIS/SIMs Support Team: 0114 2734517

Anycomms+ issues: 0114 2736582

If your question is about applying for a free school meal or checking the status of an application that has been made then please contact:

Customer Services – 0114 2734567 (Option 4, Option 3)

Sheffield City Council Website: <https://www.sheffield.gov.uk/home/schools-childcare/school-meals.html>

The Sheffield Directory: [www.sheffielddirectory.org.uk](http://www.sheffielddirectory.org.uk)

Further information about FEL for 2 year olds can be found at:

<https://www.sheffield.gov.uk/home/schools-childcare/childcare-free-early-learning.html>

FSM entitlement for 14-16 year olds in further education and sixth form colleges:

<https://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges>

## **FSM and Universal Credit guidance:**

<https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities>

Further information about Universal Credit is available at:

<https://www.sheffield.gov.uk/universalcredit> (this website includes an information sheet which explains what Universal Credit is and how people in Sheffield can get support)

## **17.2 Pupil Premium**

Pupil Premium funding information:

<https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

Key to Success

<https://www.keytosuccess.education.gov.uk/>

Further information about Pupil Premium funding can be found at:

<https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019/pupil-premium-2018-to-2019-conditions-of-grant>

Information about using the Pupil Premium can be found at:

<https://educationendowmentfoundation.org.uk/evidence-summaries/pupil-premium/>

<https://educationendowmentfoundation.org.uk/evidence-summaries/teaching-learning-toolkit/>

## 19. Appendices

Appendix 1 FSM Protection Periods

Appendix 2 Process Map – Children moving into Sheffield

Appendix 3 Process Map – Protected FSM Awards Process for schools

Appendix 4 Free School Meal & Pupil Premium Registration form

Appendix 5 Process Map – FSM Application process

Appendix 6 Development Plan template

Appendix 7 School Meal Take-up Data template

Appendix 8 FSM Reimbursement Form (Alternative Providers)

Appendix 9 Roles and Responsibilities Process Map



# Appendices

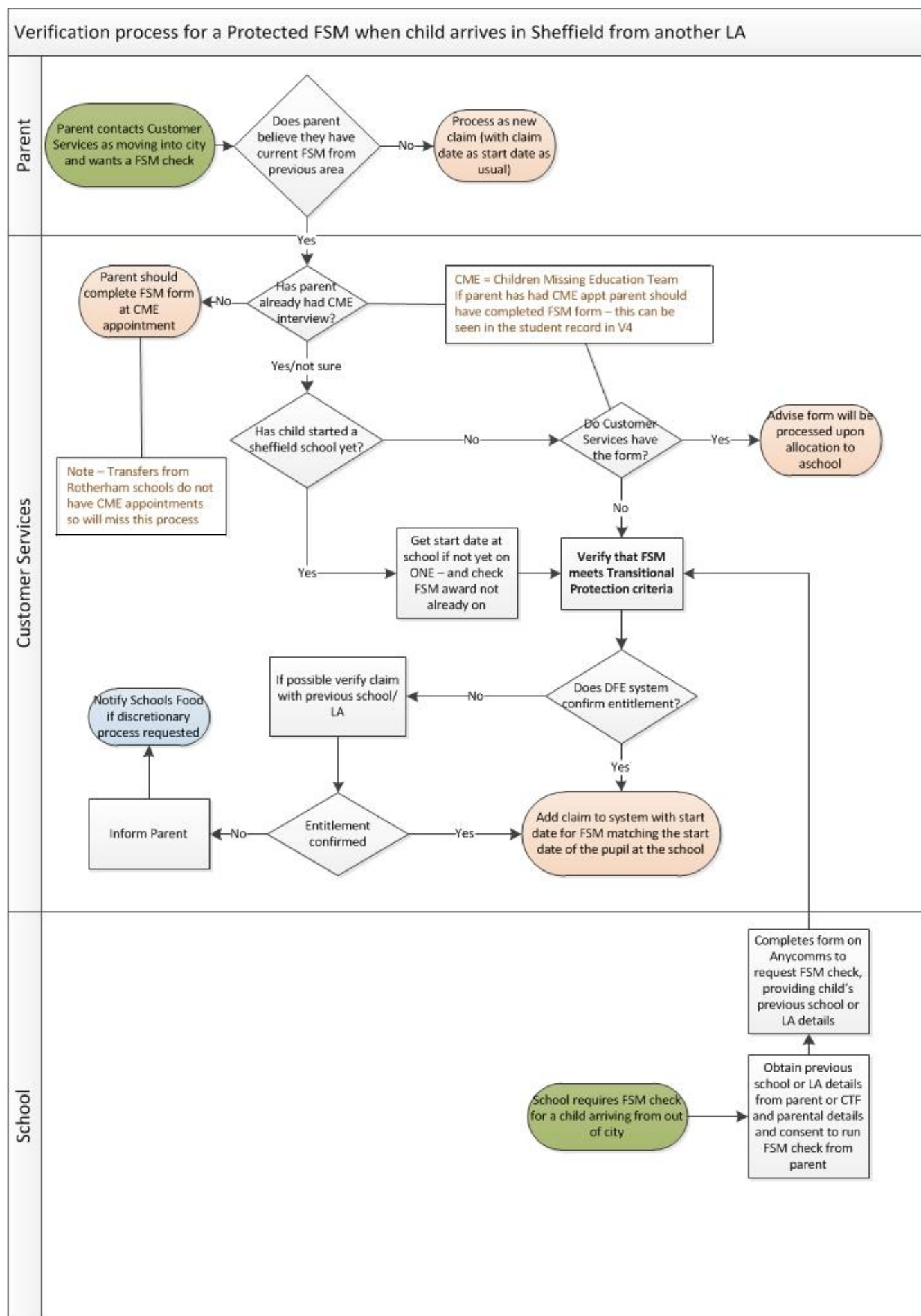




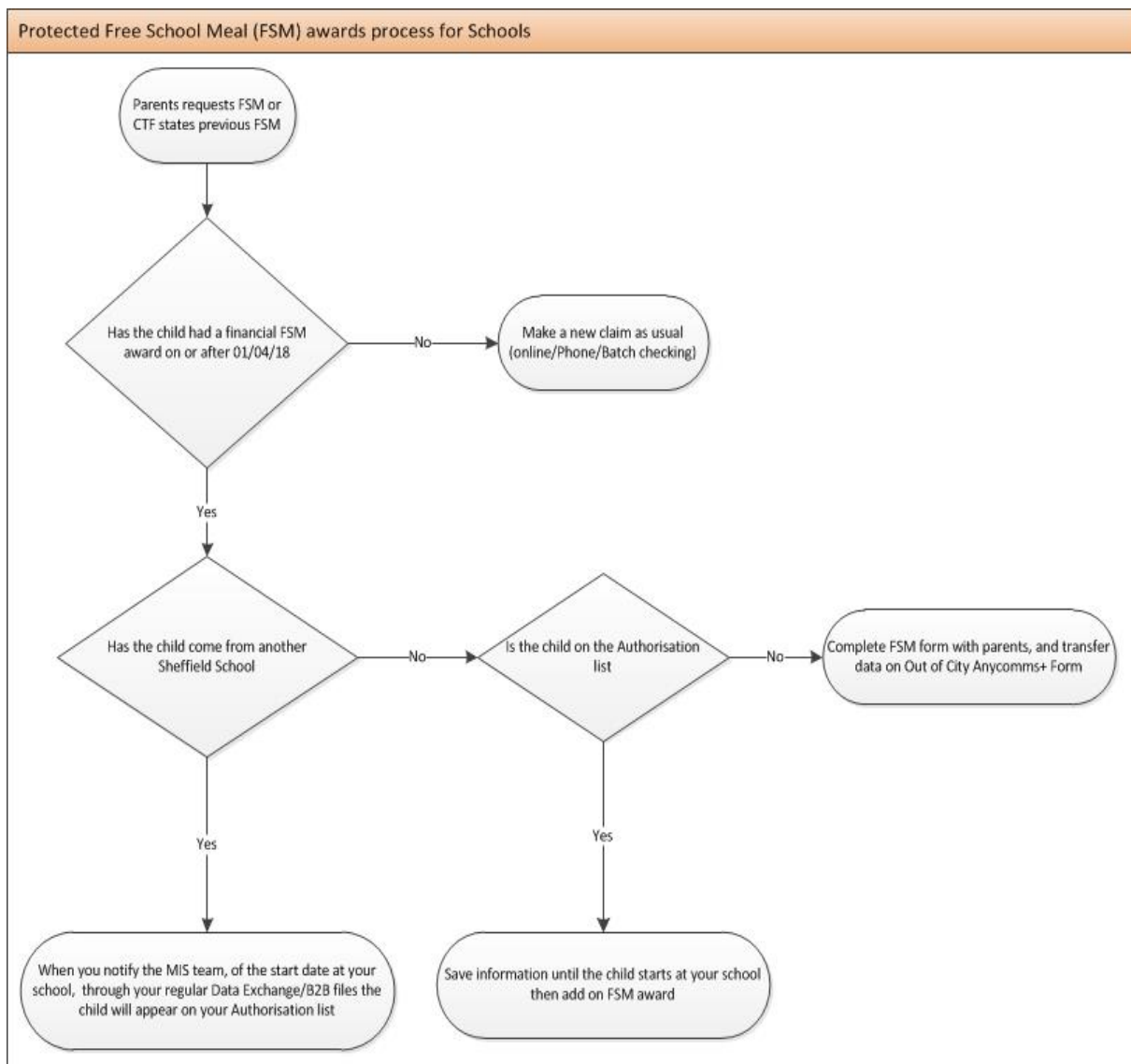
## FSM Protection Periods

FSM Protection Periods													
UC PROTECTION to end of Rollout					UC PROTECTION to end of Phase								
UIFSM													
2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
				E2	N1	N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6
			E2	N1	N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7
		E2	N1	N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8
	E2	N1	N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9
E2	N1	N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y9
N1	N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11
N2	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	
Rec	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11		
Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11			
Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11				
Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11					
Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11						
Y5	Y6	Y7	Y8	Y9	Y10	Y11							
Y6	Y7	Y8	Y9	Y10	Y11								
Y7	Y8	Y9	Y10	Y11									
Y8	Y9	Y10	Y11										
Y9	Y10	Y11											
Y10	Y11												
Y11													
Y12	Y13												
Y13													











## Free School Meals and Pupil Premium Registration Form

### Each Free School Meal Means More Money for your school.

Sheffield City Council wants to make sure that every child who qualifies for a free school meal can have one. Also, we want to make sure that each Sheffield school gets the right amount of money from the Government to support all of their pupils. Put simply, the more free school meals that schools have, the more money schools get. You can help us to get the right money for schools by filling in this form. It helps the council decide which families can get free school meals and therefore special funding called Pupil Premium. There is more information about Pupil Premium over the page and why it's so important for children, young people and schools.

Also, if you qualify for free school meals, you could save up to £437 per child per year by not having to pay for a packed lunch.



### Do I Qualify for Free School Meals?

**Your child could have a free school meal, if you receive any of the following benefits:**

- Universal Credit (you need to have an annual net earned income of £7,400 or below, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and support Allowance
- Support from NASS (National Asylum Support Service) under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit with a yearly household income of less than £16,190 (as assessed by HM Revenue & Customs) and do not get Working Tax Credit run-on (paid 4 weeks after someone stops qualifying for Working Tax Credit)

### How Do I Apply for Free School Meals



You can do this online at: <https://www.sheffield.gov.uk/home/schoolschildcare/school-meals>  
Or you can ask your school to help you.



You can complete the form overleaf and return it to your child's current school.



For further information please contact Sheffield City Council Customer Services on 0114 2734567 (option 4, then option 3)

## **Pupil Premium and Free School Meals Registration Form**

About You and Your Child/Children



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>		

*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***

Parent / Guardian Details	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Last Name		
First Name		
Date of Birth		
National Insurance No. or NASS No.		
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	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 filling in this form. Please return it to your child's current school**

What is Pupil Premium?



The Government gives schools money over and above their usual budget to support any children who may need individual support. This money is called Pupil Premium and the amount a school gets is based on the number of free school meals they have in school. Each free school meal could raise an extra **£1,320 per year for Primary pupils and £935 for Secondary pupils**. This amount is then paid to schools for a further five years. It is used to boost pupils' learning and pay for valuable support like extra teaching sessions, more teaching staff or after school activities. Below are some examples of how schools use their Pupil Premium money:

- Extra one-to-one or small group sessions for children within the classroom.
- Employing extra teaching assistants to work with classes.
- Running catch-up sessions for children who need extra help with maths or reading.
- Running a school breakfast club which encourages pupils to get to schools early and have something to eat before they start their school day.
- Paying for educational trips and visits that all pupils can join in with.
- Putting more money into schools that help improve children's learning, such as laptops or tablets.

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

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



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

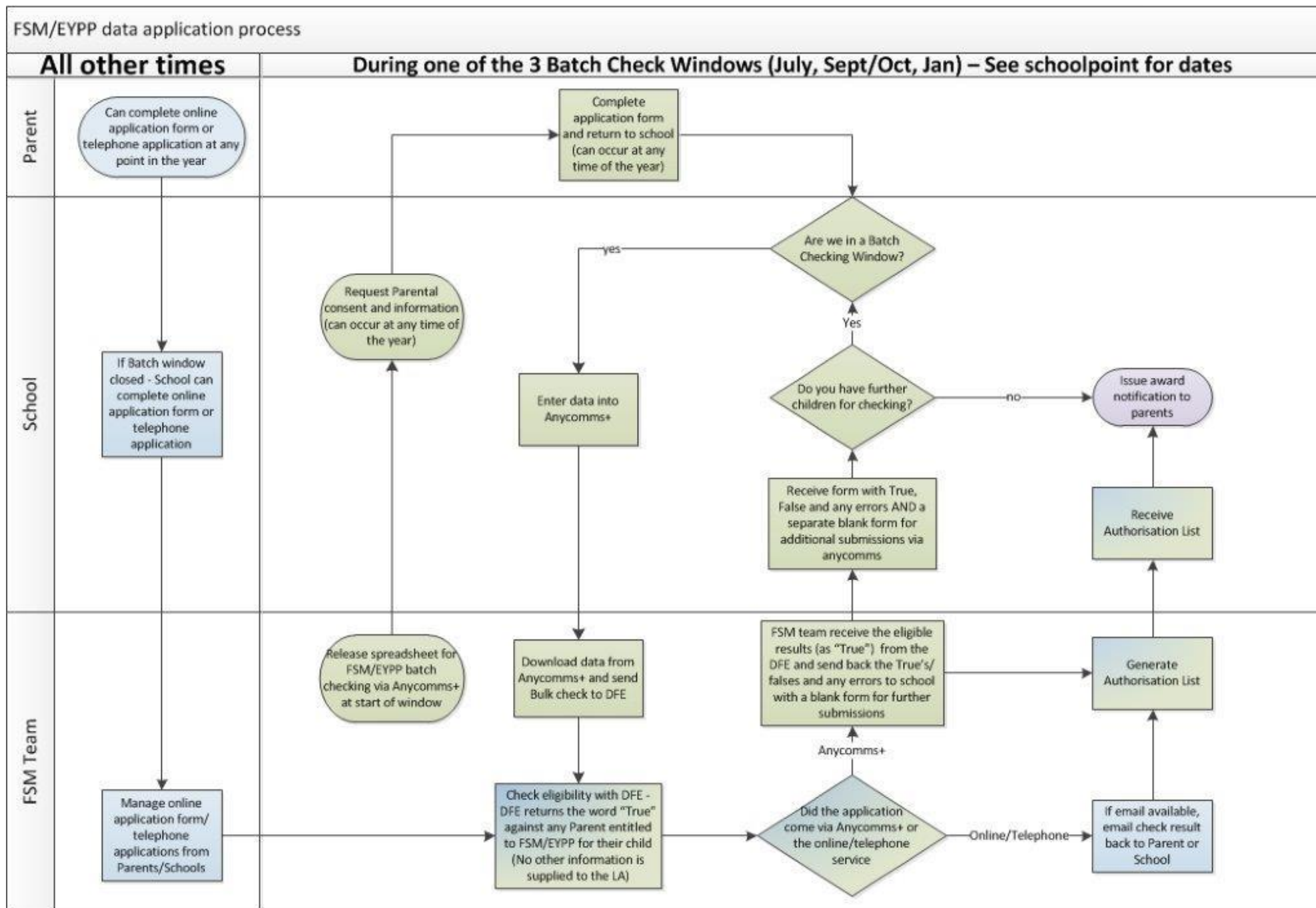
The information you give the council on this form will only be used to confirm whether a free school meal has been awarded and therefore whether Pupil Premium will be given.

You only need to complete this form once and it will last all the way through your child's education in Sheffield. If your child moves to another state funded school in Sheffield they will be told that you qualify for a free school meal. If you move out of city, we may be contacted by your child's new school or local authority to confirm if you have 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 your school is helping you to claim for free school meals, this agreement will be kept by the school for their records.







# Development Plan - Increasing School Meal Take-Up

Appendix 6

**Aim: To improve the lunchtime experience for children with the aim of increasing school meal and Free School Meal take-up**

Action	Impact	Lead	Timescale
<b>Lunchtime Review</b>  <b>Meet with key stakeholders (school staff, parents, pupils)</b> to identify improvements that could be made quickly to make lunchtime more efficient and enjoyable. Evaluate the times that pupils enter the dining room and the queuing system/capacity	<ul style="list-style-type: none"> <li>• 'Quick wins' can be identified – immediate impact</li> <li>• Medium and longer term plans can be made in consultation with the catering provider, and involving the school community</li> </ul>		
<b>Improve Lunchtime Experience</b>			
<b>Review Menus</b> <ul style="list-style-type: none"> <li>• Is the menu appropriate for the school community?</li> <li>• Is there too much choice/not enough choice?</li> <li>• Introduce new options – sandwiches/jacket potatoes/ vegetarian dishes/ street food/</li> <li>• Involve children in menu consultation</li> <li>• School Council involved in gathering feedback from their classmates and representing their views about the school menu at a school council meeting</li> </ul>	<ul style="list-style-type: none"> <li>• More children having a school meal that might have had a packed lunch from home previously</li> <li>• Ensures that the school menu is always appropriate for the school community</li> <li>• By involving school council or children in consultation it provides an opportunity to explain to them why they can't have everything they want on the menu because of the School Food Standards</li> </ul>		
<b>Introduce a pre order system for school meals</b>  <b>This can be done in a variety of ways:</b> <ul style="list-style-type: none"> <li>• Introduce a band ordering system, or</li> <li>• Some on-line payment providers include classroom ordering as</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Carer knows that their child will get the meal of their choice every day</li> <li>• Children know that it doesn't matter what sitting they're on, they will still get the meal of their choice</li> <li>• Improved behaviour in the dinner queue and a</li> </ul>		

part of their package <ul style="list-style-type: none"> <li>• Talk to your catering provider to find out how they can help with this</li> </ul>	calmer dining room <ul style="list-style-type: none"> <li>• The cook knows how many of each meal is required – less food wastage and no chance of running out of food at lunchtime and having disappointed children</li> <li>• Parents are more likely to book and pay for school meals in advance if their child is going to have the meal of their choice</li> <li>• Parent can have more influence over what their child chooses for lunch if they are involved in the pre ordering each day</li> <li>• More children eating a full meal with all components</li> <li>• Increased school meal and free school meal take up</li> <li>• Parents feel they are getting good value for money</li> </ul>		
<b>Introduce a photographic menu</b> <ul style="list-style-type: none"> <li>• Display photographs of the daily menu. This could be on a daily menu board, a weekly display in the dining room, on the school website or in other ways appropriate for your school</li> </ul>	<ul style="list-style-type: none"> <li>• Children are more likely to choose something different if they know what it looks like first</li> <li>• New and unfamiliar dishes can be added to the menu</li> <li>• Issues with language barriers and cultural differences in food preferences are reduced</li> </ul>		
<b>Seat the packed lunch children and the school meal children together in the dining room</b> but giving the school meal children priority in the dining room	<ul style="list-style-type: none"> <li>• Friends can sit together</li> <li>• Packed lunch children see what a school dinner looks like and might be encouraged to try one</li> <li>• Having a packed lunch is no longer any quicker than having a school meal</li> <li>• Increase in school meal take up</li> </ul>		
<b>Introduce plates and bowls</b> <ul style="list-style-type: none"> <li>• <b>Two systems:</b></li> </ul>	<ul style="list-style-type: none"> <li>• A more social way of dining</li> <li>• Children can enjoy their main course then chose a dessert without over-facing themselves</li> </ul>		

<ul style="list-style-type: none"> <li>Plates and bowls on a tray – children collect both courses at once, or</li> <li>Children collect and eat their main course first then return for their dessert</li> <li>Both systems work, but are dependent on school dining room space/logistics of queuing</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that children eat their main course first and that their pudding is still warm or hasn't melted (e.g. ice cream)</li> </ul>		
<b>Improve the Dining Room Environment</b> <ul style="list-style-type: none"> <li>Review existing dining room furniture</li> <li>Maximise seating capacity</li> <li>Increase serving capacity by introducing an additional serving point in the dining room</li> <li>Explore the possibility of an outdoor eating area</li> <li>Explore the possibility of a breakfast bar eating area for those children that would benefit from a quieter, less intimidating environment at lunchtime</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in noise levels</li> <li>Reduction in queuing times</li> <li>More pleasant environment</li> <li>More time efficient</li> </ul>		
<b>Introduce a self-service Salad Bar</b>	<ul style="list-style-type: none"> <li>Children that don't like vegetables are likely to have salad instead</li> <li>The catering team can try different salads according to what the children like, e.g. beetroot, lettuce, cherry tomatoes, cucumber, grated carrot, cous cous, mixed peppers, rice or pasta salad etc</li> <li>Children like the idea of helping themselves to the salad – this increases the chance of them having a healthy balanced meal</li> <li>possible increase in school meal take-up</li> </ul>		
<b>Replace the current clearing area with a brightly coloured clearing trolley that children can be encouraged to put their food waste in independently</b>	<ul style="list-style-type: none"> <li>Children encouraged to take more responsibility for clearing their flight trays/plates and bowls</li> <li>More time for the LTA's to help the children who are still eating</li> </ul>		



Promotion			
<p><b>Continue to promote the take-up of school meals and free school meals, examples are:</b></p> <ul style="list-style-type: none"> <li>• Introduce theme days that link in with the school curriculum</li> <li>• Food tasting sessions for parents and carers</li> <li>• Bring your mum/dad/grandparents to school day</li> <li>• Food samples and promotional information at Parent evenings</li> <li>• Promotional information in school newsletter/ book bags</li> <li>• Recipe cards for popular dishes on the school menu</li> <li>• Lucky plate day, Smoothy Bike initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in take-up of school meals</li> <li>• More children having a hot nutritious meal at lunchtime</li> </ul>		
<p><b>Engaging the parents of ‘New Starters’</b></p> <ul style="list-style-type: none"> <li>• This is an opportunity to share information with parents about school meals, free school meal entitlement, Pupil Premium, medical diets, and menus as well as inviting them along to food tasting sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Parents complete Free School Meal /Pupil Premium Registration forms to apply for income-based FSM, resulting in an increase in Pupil Premium and Ever 6 funding for schools</li> <li>• Increase in take-up of school meals</li> <li>• More children having a hot nutritious meal at lunchtime</li> </ul>		
<p><b>Set up a School Food Action/Focus Group</b></p> <p>Set up a group with pupil representatives, school governors, parents, the school lead on lunchtimes to work on ideas to improve lunchtime, suggestions are:</p> <ul style="list-style-type: none"> <li>• ‘Name the dining room’ competition</li> <li>• Pupil artwork in the dining room linked to the curriculum/healthy focus/ a popular story book theme</li> <li>• Dining room rules designed by pupils and displayed on posters/table talkers around the dining room</li> </ul>	<ul style="list-style-type: none"> <li>• All of these initiatives encourage good behaviour and pupils’ ownership of their school dining room</li> </ul>		

<b>Customer Feedback Process</b> <ul style="list-style-type: none"> <li>Ensure an accessible customer feedback process which incorporates pupil and staff comments</li> </ul>	<ul style="list-style-type: none"> <li>Catering provider can use the feedback to develop/improve the service</li> <li>'You Said We Did' - children/staff feel listened to</li> </ul>		
<b>Parent and Community Engagement</b>			
Put food at the heart of the school. Use the kitchen/dining room for school events in order to engage with parents and the community, for example: <ul style="list-style-type: none"> <li>Christmas/Summer Fayres, Open evenings, parent evenings</li> <li>Specially arranged occasions for elderly residents from the local community, such as afternoon tea or Christmas lunch, with the children helping</li> </ul>	<ul style="list-style-type: none"> <li>Builds a positive relationship with parents and the local community</li> <li>Children are proud their school</li> <li>Opportunity for children to be involved</li> </ul>		
<b>Application Process/Administration</b>			
<b>Improve access to FSM</b> <ul style="list-style-type: none"> <li>Promote on line application process and contact details for Customer Services (SCC)</li> <li>Apply online on behalf of parents</li> <li>Ensure the application process in school is simple and discreet</li> <li>Use the Anycomms+ batch checking process to check entitlement for free school meals</li> </ul>	<ul style="list-style-type: none"> <li>Increase in take up of FSM</li> <li>Increase in the number of disadvantaged children having a hot nutritious school meal</li> <li>Increase in pupil premium and Ever 6 funding for school</li> </ul>		



## SCHOOL MEAL TAKE-UP DATA - 2018/19

School: ..... Primary					
	Number of Trading Days	Number of UIFSM	Number of KS1 (Income based Free Meals)	Number of KS2 Paid Meals	Number of KS2 Free Meals
Sep-18					
Oct-18					
Nov-18					
Dec-18					
Jan-19					
Feb-19					
Mar-19					
Apr-19					
May-19					
Jun-19					
Jul-19					



## Free School Meals Reimbursement Form

[illegible]



