

**Pupil Support
Benefits**
4th Floor
Laurence House
Catford
London
SE6 4RU

www.lewisham.gov.uk/psenquiry

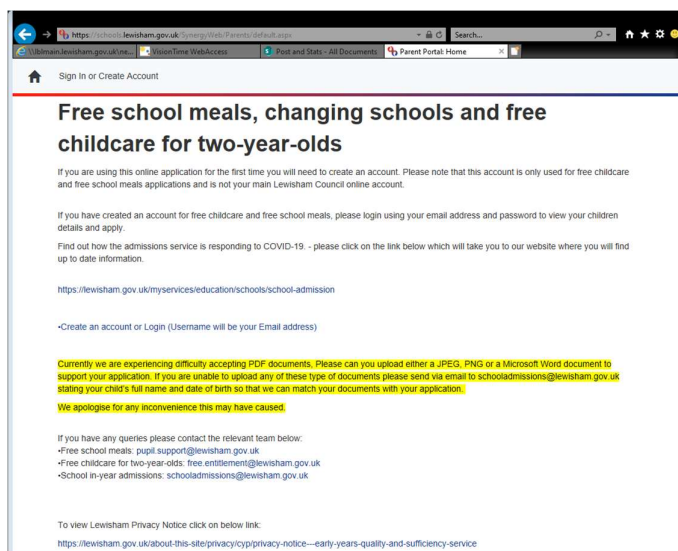
Dear Parent/Guardian

Free School Meals

If you are in receipt of any of the following benefits you may be eligible to receive Free School Meals for your child:

- Universal Credit – net earnings threshold of £7400 from April 2018
- Income Support
- Income-based Jobseekers Allowance or Employment and Support Allowance
- Child Tax Credit – net earnings threshold of £16190.00 from April 2018
- Guarantee element of pension credit
- Support under Part VI of the Immigration and Asylum Act 1999

To apply for Free School Meals please go to www.lewisham.gov.uk/freeschoolmeals



You will need to create an account or log into an existing account and submit an online application.

To create an account please add the following information:

- Your full name and date of birth as registered with HMRC or DWP (Child Benefit)
- Your full address as registered with the above agencies (if your address is out of the borough you will receive a warning banner; please scroll to the bottom of the page and press continue)
- Your email address

Once you are registered an e-mail notification will be sent requesting you to verify your account. Click on the link to access the online application.

Sign In

Sign in or create an account with us.

Enter your username

Mail@mail.co.uk

Next

Create Account

Select unless you have an existing account

Create Account

Personal Details

| | | |
|-------------|------|---|
| Title * | Ms | ✓ |
| Forename * | Test | ✓ |
| Middle Name | | |
| Surname * | Test | ✓ |

Contact Details

| | | |
|-----------------|-----------------|-----|
| Email Address * | Mail@mail.co.uk | ✓ |
| Confirm Email * | Mail@mail.co.uk | ✓ |
| | Emails Match | |
| Daytime Number | 07777 001122 | ✓ |
| Evening Number | | |
| Mobile Number | 07777 001122 | ✕ ✓ |

Enter YOUR details as the record will be for YOU and will list your children. Children can be added after the email address is verified

Address

No address to display.

Address

Search for an Address

Search for an address using the fields below

Primary

Postcode ✓

Account Security

New Password * ✓

Password meets requirements

Confirm Password * ✓

Passwords match

Search and select the address

Password example London1\$

Select

To complete the online form please enter the following mandatory information:

- Your National Insurance number (NINO) in full as registered with HMRC
- Your date of birth in full as registered with HMRC
- Your contact details in full preferably your e-mail address and telephone number

Account Details

* indicates a required field

Title *

First name *

Middle name

Last name *

National Insurance Number

NASS number

Date of birth

Evening phone number

Daytime phone number

Mobile

Email address *

Confirm email address *

Change Password ☐ Yes ☒ No

Select Next

You will then see your information details and you can edit your name and address and add your NI (or NASS) number and date of birth.



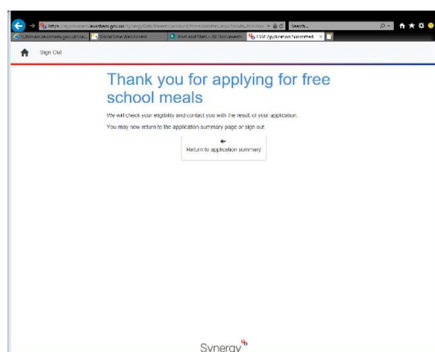
Please add all of your children who are of school age including the following details for each child (If your child is already on your record you do not need to add them. You can check the children already added by scrolling down the screen):

- Your child's full name as shown on their birth certificate
- Your child's full address
- Your child's date of birth in full
- The name of the school they are attending and the date they started



You will need to add your NI (or NASS) number and date of birth if you submitting a first application. These details will be saved on future applications.

After you have submitted the online form you will see the confirmation screen.



Once your application has been submitted and processed a letter will be sent to you advising you of the outcome of the application.

If your application is successful your child's school can claim the Pupil Premium funding of £1320.00 for primary pupils, or £935.00 for secondary pupils to benefit your child.

August and September are the busiest times for applications and can lead to delays in processing. Please try to avoid these times if possible.

(Reception Year and Year 7 applications can be processed from April onwards. This follows the introduction of Transitional Protection by the government in April 2018 which guarantees all children of successful applications will remain eligible until the end of Universal Credit Rollout in 2022)