

# HIGH CONISCLIFFE C OF E PRIMARY SCHOOL

## ABOUT YOUR CHILD/CHILDREN



Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

## PARENT/GUARDIAN DETAILS

	Parent/Guardian 1			Parent/Guardian 2								
Last name												
First Name												
Date of Birth	DD	MM	YYYY	DD	MM	YYYY						
National Insurance Number*												
National Asylum Support Service (NASS) Number*		/		/				/		/		
Daytime Telephone Number												
Mobile Number												
Address												
	Postcode:			Postcode:								

## FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

### Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes  No  Unsure

### Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes  No  Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for The Melrose Trust purposes. I agree to The Melrose Trust using this information to process my application for free school meals. I also agree to notify The Melrose Trust in writing of any change in my family's financial circumstances as set out in this form.

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

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

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

The information you provide in this form will be used by The Melrose Trust to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school if you have a change in financial circumstances.

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. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with Council departments to offer benefits and services.