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FREE SCHOOL MEALS AND PUPIL PREMIUM GRANT

Since September 2014 all children in Reception, Years 1 and 2 have an automatic qualification to receive a free meal regardless of income, in line with the Government's Universal Infant Free School Meals initiative. **The government has also introduced the Pupil Premium Grant ("PPG") to help children from lower income families reach their full potential and to achieve higher academic grades at school.**

Under this funding arrangement, infant schools receive **£1,345** for every pupil who meets the eligibility criteria for 'PPG' so it is really important to us to make sure every child that meets the criteria is actually registered.

The Free School Meal Checking Service is an online process where parents can check eligibility for free school meals under the **Pupil Premium Grant** system. Parents can conduct a simple online check to determine their eligibility, which in turn may attract extra funding for each of their children's schools.

You meet the criteria if you receive any of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit 'run-on' (paid for the four weeks after you stop qualifying for Working Tax Credit)

In order to determine whether you would normally meet the eligibility criteria for FSM or PPG for your child/ren, please complete the attached form. Our eligibility checking service is LGFL; please click on the link to view their [privacy notice](#). Once completed, please return to the school office. It is important to note, that this will not affect any other benefits you are claiming.

Only the parent or carer can apply so it must be their details that are provided. Please complete the enclosed form if you think you qualify and would like the school to apply or to notify us that you will apply yourselves. Further details on how to apply yourselves can be found [here](#) on page 3.

Many thanks for your cooperation.

Mrs M Foster
Office Manager



FREE SCHOOL MEALS AND PUPIL PREMIUM GRANT form

Please tick/highlight the relevant box to confirm consent and complete the details below:

- I consent to provide details below, for the school to use to check eligibility and for the school to share this information with the LGFL Free School Meals Checking Service.

OR

- I believe that I qualify and will conduct an online check using the instructions provided below.

OR

- I do not qualify for PPG

Consent can be withdrawn prior to the school sharing data with the Free School Meals Checking Service, by contacting the school office at admin@st-peters-pri.essex.sch.uk.

Part One – details of parent/carer – Please use CAPITALS

1. Name of person receiving the benefit (must be the **parent or carer**) _____
2. Relationship to the child eg: Mother _____
3. Date of Birth of **parent/carer above** _____
4. National Insurance number, or National Asylum Seeker Number of **parent/carer above** _____

Part Two – details of children at this school

1. Number of children at this school _____
2. Name and date of birth of child 1 _____
Name and date of birth of child 2 _____
Name and date of birth of child 3 _____

Print Name Signed..... Date

Data Protection:

St Peter's Catholic Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions.

Where relevant, we may share information with other schools, the DFE, the Local Authority or other third parties where the law allows us to do so. Our full online [Privacy Notice](#) can be found on our website by clicking the link or calling the school office on 01277 653770 if you are unable to access the internet.

Please note it is your responsibility to ensure that those named above are happy for us to hold their personal data. It is important that these details are up to date, so please contact us if you wish to make changes.

For more information on how we share pupil data see: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>



FREE SCHOOL MEALS AND PUPIL PREMIUM GRANT SELF-CHECKING INSTRUCTIONS

Step-by-Step instructions on how to use the Free School Meal Checking Service are as follows:-
(This online form takes only three minutes to complete and is easy but you will need your national insurance number to hand.)

1. Go to <https://pps.lgfl.org.uk/> and scroll down to “Check Eligibility”
2. In the “Create and account” box, press “Proceed”
3. Local Authority – use drop down box, choose “Essex”
4. School – use drop down box and choose “St Peters Catholic Primary School”
5. Press “Next” – this will take you to the next screen which states the following:

The selected school is not yet participating in the fully integrated Eligibility Checker service. You are, despite this statement, still able to run a one-off check against the Department for Education's Eligibility Checking Service to see whether you are entitled to Free School Meals.

Before you can use the Free School Meals Eligibility Checker, you need to read and accept the following Privacy Notice:

6. Please scroll to the bottom of the page to the section that says **I have read and understood the Privacy Notice:** Please tick to proceed and you will see the following screen, please complete and then Submit
7. Please enter your details including Full Names, DOB and NI number. You need to complete all of the boxes as your data is matched against DWP/HMRC data.

After entering your details, the online application process links to the HMRC database and gives an immediate ‘yes’ or ‘no’ response. If you are eligible, please download the certificate to support your application for FSM / PPG and email to the school office on admin@st-peters-pri.essex.sch.uk as soon as possible.

Alternatively, if you are unable to access the above website for any reason, St Peter’s are able to check your eligibility for you, using a simple, secure and confidential online process, via a Free School Meals Checking Service provided by LGFL. You can find the privacy notice for LGFL on the following link [privacy notice](#)

Data is sent and received via secure email and will not be shared with any other party.

