Dear Parents/Carers

**FREE SCHOOL MEALS INFORMATION**

Entitlement to Free School Meals are processed as part of Housing Benefit/Council Tax Support claims by the Benefits Service. Free School Meals are a statutory benefit. Applying for a free school meal could raise up to an extra £1320 per annum for six years for your child's school (funded by central government). This can help to fund valuable teaching and learning support for your school (and is still paid to the school even if your entitlement ceases).

The Government does not allow us to recognise any other benefit other than those mentioned below. If you are not sure, please contact us.

Free school meals are available to children of families who are in receipt of:
- Income Support
- Jobseekers Allowance (income based)
- Employment and Support Allowance (income based)
- Guarantee Credit (the Guarantee element of State Pension Credit)
- Universal Credit (UC)
    - Until 1 April 2018, all UC claims were eligible for free school meals, however,
    - From 1 April 2018, UC claims will only be eligible for free school meals if the total net **earned** income is under £7,400 per year OR if the child was eligible for a free school meal on 01/04/18
    - Where the child was eligible for a free school meal on 01 April 2018, they will remain entitled to a free school meal regardless of any change in parental income until they finish the phase of education they are in (primary or secondary) as at 31 March 2022
    - Any child who becomes eligible for a free school meal between 01 April 2018 and 31 March 2022 will remain entitled to a free school meal regardless of any change in parental income until they finish the phase of education they are in (primary or secondary) as at 31 March 2022
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, **provided they are not entitled to Working Tax Credit** and have a **total** annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period. This also applies to parents who start working less than 16 hours per week (please seek advice about this from the Benefits Agency)

Children who receive Income Support or Income Based Job Seekers Allowance in their own right are also entitled to receive Free School Meals.

**Axholme Road, Wyken, Coventry CV2 5BD**

**T:** 02476 444 822 | **E:** enquiries@caludoncastle.co.uk | **W:** www.caludoncastle.co.uk

**Registered office:** Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385

Headteacher
**Ms S Kenrick**

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**Please note:**
If you receive Working Tax Credit only, your child is NOT eligible.

In cases where children receive education who have not attained compulsory school age, there will be a conditional requirement that they receive education both before and after the lunch period, before being eligible to receive Free School Meals.

You can apply online at https://www.coventry.gov.uk/info/54/benefits/168/free_school_meals/2

- Please ensure you have completed all of the relevant information on your application form, ensuring that you have included the claimants correct National Insurance Number /or NASS reference number and date of birth.
- You are no longer required to provide proof of your benefit entitlement. Your eligibility for Free School Meals is processed via a database held by the Department of Works and Pensions.

If you have any problems please contact the benefits office directly:
Monday to Friday 11am till 1pm
**Free School Meals**
**Email:** freeschoolmeals@coventry.gov.uk

**Tel:** 024 7683 3773
*Customer Service Centre*
*Broadgate House*
*Broadgate*
*Coventry*
*CV1 1FS*

Yours faithfully

Ms S Kenrick
Head Teacher

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