

**John Masefield Sixth Form Centre  
FREE SCHOOL MEALS 2016-17**



If you wish to be considered for Free School Meals, please read the Guidance Notes and complete this form. Please return with supporting evidence to Mrs Arlott, John Masefield Sixth Form Centre, Mabel's Furlong, Ledbury, HR8 2HF

<b>SECTION 1: Student's Details</b>		
Surname	D.O.B	
Forename(s)	Age at 31/08/16	
Address		
Post Code		
<b>SECTION 2: Residency – Please select which of the following applies to you:</b>		
British Citizen <input type="checkbox"/>	EU / EEA Citizen <input type="checkbox"/>	
Asylum Seeker <input type="checkbox"/>	Refugee <input type="checkbox"/>	
Indefinite Leave to Remain <input type="checkbox"/>	Other, please specify:	
Have you been resident in the UK or EU/EEA for the last 3 years?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>SECTION 3: School Registration Details</b>		
What date did you start your course(s)?		
Which course(s) are you taking?		
<b>Section 4: Parent / Carer Details</b>		
	Adult 1	Adult 2
Title (Mr / Mrs / Ms) etc		
Surname		
Forename (s)		
Relationship to applicant		
Did you receive Free School Meals in 2015-16: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>SECTION 5: Assessment of Household Income</b>		
Please tick and enclose proof, if either you or your parents are in receipt of any of the following:		
<ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment and Support Allowance (ESA)</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• The guarantee element of State Pension Credit</li> <li>• Child Tax Credit (<i>provided you not entitled to Working Tax Credit</i>) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs)</li> <li>• Working Tax Credit run-on - <i>paid for 4 weeks after you stop qualifying for Working Tax Credit</i></li> <li>• During the initial roll out of the benefit, Universal Credit</li> </ul>		

## SECTION 6: Declaration

Please read declaration carefully before signing:

- I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave JM Sixth Form or am no longer eligible for the funding).
- I/we understand that if we give information that is incorrect or incomplete or fail to report any changes which might affect our entitlement to support, I/we may be asked to pay back the costs received.
- I/we understand that this information will not be shared with third party organisations, except for audit purposes.

	Please print name	Signature	Date
Student			
Adult(1)			
Adult (2)			

**Remember to enclose the following evidence to support your application e.g:**

*Benefit information as listed in Section 5*

*Award letter from Department of Work and Pensions (DWP) or HMRC*

### Provision of Free School Meals

*JMHS are required to make provision for free meals to eligible students for each day that the student attends their study programme where this is appropriate.*

*If a part time student attends for five days a week, 9am to 3pm, for part of their course then JMHS should provide five free meals.*

*If a full time student has two days a week when they only attend 9am to 10am, then JMHS does not have to provide meals on those days.*

*JMHS is expected to provide a meal free of charge to eligible students, or to fund the free meal via an electronic credit or voucher which can be redeemed on-site. Electronic credits and vouchers must be worth a minimum value of £2.41.*

*The majority of students will require a free meal at lunch time to fit in with usual study/attendance patterns. However, JMHS may exceptionally choose to make provision for a free meal at an alternative time, eg, as a breakfast, depending on the study pattern of individual students.*

*JMHS must ensure that they also make free meals provision for students on days when they are off-site as part of their study programme, i.e attending a work placement or work experience. JMHS should provide a voucher that can be used at a nearby food outlet or make arrangements with the work placement or work experience provider to provide a meal.*

**All information received will be treated in the strictest confidence and stored securely.**

Office use only:	Date received:		Signature:	
Form checked:	Signed:		Print name:	Date:
Approved by:	Signed:		Print name:	Date:
Letter sent to student to inform decision:	Print name:			Date:
Payment arrangements confirmed to Finance:	Print name:			Date:
If refused, reason why:				

