

## Moving school

As we know who is eligible for a free school meal we will tell the new school about eligibility if your child moves school. This is even the case when they move to secondary school. So apply once and continue to receive the benefits without any added fuss.

## Part time pupils

Part time pupils are not entitled to free school meals. Children who qualify must be receiving education before and after the lunch period to be entitled to free school meals.

## How will I know when my child can have free school meals?

After we receive your application, we will check if your child is entitled to free school meals. We will then write to you to let you know our decision. If you are entitled to free school meals, we will tell your child's school.

If you provide us with your email address we will send the notification to you immediately by email.

happy tummies

# HAPPY

happy kids





An easy, private way to apply that saves you money and increases funds for the school.

Applying for a free school meal is now easier and more confidential. The application process is moving to our housing benefit service so you no longer have to contact the school directly. This means that the application process is more discreet for you.

## Who is eligible?

You may be eligible to receive free school meals if you have responsibility for a child who attends a school in Sutton and you are in receipt of one of the following qualifying benefits:

- Income Support
- Job Seeker's Allowance (income-based)
- Employment Support Allowance (income-related)
- Child Tax Credit, so long as you do not get Working Tax Credit and your family's annual income (as assessed by the Inland Revenue) is not more than £16,190. Anyone receiving Working Tax Credit is not entitled to free school meals regardless of their income.
- You get support under part six of the Immigration and Asylum Act 1999
- You receive the guarantee credit element of Pension Credit.

For pupils not attending a school in Sutton you must contact the council where they attend school.



## Apply

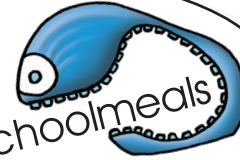
Apply online

Go on line [www.sutton.gov.uk/freeschoolmeals](http://www.sutton.gov.uk/freeschoolmeals)  
If you do not have access to the internet at home you can go to your local library or come to the Civic Offices and use one of our free computers.

Apply by phone

If you are unable to complete an online application, you can apply by telephone.

Please call 0208 770 6953



Anyone eligible for a free school meal and who registers their eligibility by applying will save themselves hundreds of pounds per year. They will also help raise money for the school following a government commitment to pay schools for each pupil registered. Your child does not have to take the meal but the school still gets the extra funding if you register!



If you apply for housing or council tax benefit you can apply for free school meals at the same time by answering the free school meals questions.

## What happens once an application is submitted?

Once your application is submitted, your details will be checked to see if your child is eligible for a free school meal. If your eligibility is confirmed, your details will be passed to the school to arrange for your child to receive free school meals.

If we are unable to confirm your eligibility, we will contact you and ask you to bring up to date documents to the Civic Centre in Sutton.

Once you have applied you will not have to apply again. We will check your eligibility regularly and continue to give a free school meal while you meet the qualifying criteria.

[www.sutton.gov.uk/freeschoolmeals](http://www.sutton.gov.uk/freeschoolmeals)



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**HAPPY**  
happy kids

