



**ASHMOLE ACADEMY APPLICATION FOR FREE SCHOOL
MEALS AND DISCRETIONARY BURSARY FUND
YEARS 12 & 13**

FORM MUST BE RETURNED TO MISS YIASOUMI – FINANCE OFFICE

For information about eligibility and the documents you need to provide to support your application, read the notes given over the page but please note that if you are in receipt of Working Tax Credit your child(ren) will not be entitled to Free School Meals or the Discretionary Bursary Fund regardless of any other credits you may receive.

1. Details of Parent(s)

Surname *Mr/Mrs/Miss/Ms *please delete as appropriate	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	Tel No:

2. Details of Dependent Children who attend Ashmole Academy:

Surname	First Name(s)	Date of Birth	Sex

3. Are you are in receipt of Income Support or Income Based Job Seeker's Allowance or Pension Credits?

4. (tick one) YesNo

If YES, give your National Insurance Number:

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Your Benefit Office:

5. Are you in receipt of Child Tax Credit and is your annual income, as assessed by the Inland Revenue, equal to or less than £16,190? (tick one) Yes No

Are you in receipt of Working Tax Credit (tick one)

Yes..... No

5. Are you an asylum seeker being financially supported by NASS or a local council?

Yes No

Name of the local council or agency supporting you:

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6. Declaration:

I declare that the information given on this form, which may be checked by Ashmole Academy, is to the best of my knowledge correct. I understand that it is an offence to give false information or withhold information and I undertake to notify the Headteacher of any change in my financial circumstances.

Signed:

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Date:

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For official use only:

Letter or form seen (Photocopy attached): _____ Seen By: _____ (Signature)

No. of Children	Date Authorised From:	Date Authorised To:	Authorised By:	Date

APPLICATION FOR FREE SCHOOL MEALS & DISCRETIONARY BURSARY FUND – YEARS 12 & 13

Please note - children of parents receiving Working Tax Credits are not eligible for Free School Meals or Discretionary Bursary Fund.

How to fill in the Form - it is important that you read the following notes before you fill in the form. If you require further information contact Miss Yiasoumi.

1. Details of Parent:

- This section should be completed by the parent who is claiming the benefits or is an asylum seeker;
or
by an adult with whom the child(ren) lives and for whom the adult is financially responsible and receiving child benefit if he or she is also receiving the relevant benefits or the child is an asylum seeker.
- State your date of birth.
- State your address (place at which you live).
- State the daytime telephone number at which you can be conveniently contacted.

2. Details of Children:

- Only enter details of children who meet **all** the following conditions:-
 - (i) are financially dependent upon you as the parent or carer receiving income support, income based job seeker's allowance or child tax credit and a family income equal to or less than £16,190 pa;
 - (ii) are under 19 years of age;
 - (iii) are living with you at the same address;
 - (iv) are attending this school full time.

3. Documents Required: Must be dated within the last three months

a) If you are on Income Support or Pension Credits:

- You will need to submit the letter you received from the Benefit Agency confirming you are entitled to Income Support or Pension Credits. Photocopies of this letter will not be accepted. If you no longer have this letter, please contact the Benefit Agency to request a new letter to confirm you are receiving income support.

b) If you are receiving Income Based Job Seeker's Allowance (IBJSA):

- You must submit information from the Benefit Agency confirming entitlement to IBJSA.

If you are in any doubt which benefit you are receiving please contact your local Benefit Office.

c) If you are receiving Child Tax Credit **and** your annual assessed income is equal to or less than £16,190 **and** you do **not** receive Working Tax Credit

- You must submit your current Tax Credit Award Notice (TC602) issued by the Inland Revenue, dated for the current financial year

If you qualify under a), b) or c) you may also be asked for your child benefit book or notification of entitlement to child benefit on behalf of all the children who would receive free school meals.

If you are an asylum seeker being supported by a local council or NASS:

- You must show the school a letter from the local council or NASS confirming this.

4. Declaration - it is important you understand and sign this section.