



Hawkey Hall High School

'An outstanding school providing an excellent quality of education and care for its students'.

May 2016



Dear Parent

Application for Free School Meal Eligibility and Pupil Premium

We have recently subscribed to a new checking service offered by Wigan Council which checks if your child is eligible for a free school meal (whether your child chooses to take up this eligibility or not). We are writing to all parents to let them know about the new facility and to encourage parents to complete an application form so that we can check if your child is eligible.

There is **another benefit** to being eligible for a free school meal. For every child who is eligible for a free school meal, the school will receive **additional Pupil Premium funding** which can be used to provide further support and/or resources for our children.

Please find enclosed a form relating to an application for a Free School Meal Eligibility and Pupil Premium check. By completing and returning this form to us you will allow Wigan Council to check and then subsequently advise us if your child is eligible to receive a free school meal. The school will then be able to claim additional Pupil Premium funding.

Free school meals are available to any full-time student who is still at school and eligible. You may be able to get Free School Meals for your child if you or your partner receives:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less, as assessed by Her Majesty's Revenue and Customs

Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start back to work for less than 16 hours per week, their children are entitled to free school meals.

Children who receive a qualifying benefit in their own right are also eligible to receive free school meals.

Please note: If you, or your child, does not wish to claim a free school meal, Wigan Council will still share the eligibility status with us so that we can claim the additional Pupil Premium funding for our children.

We would be really grateful if you could complete the details on the form in full and return it to the main school office by Monday 9th May.

Yours faithfully

Miss J. McGoran
Head of School

T: 01942 204640 F: 01942 403570
E: admin@hhhs.net W: www.hhhs.net
Head of School: Miss J. McGoran

Hawkey Hall High School is a member of The Rowan Learning Trust.
Company Number: 8010464 VAT Registration Number: 134 6833 09
Carr Lane, Wigan WN3 5NY



Application for Free School Meal Eligibility and Pupil Premium

This form will allow the Local Authority to check and then subsequently advise your child's school if they are eligible to receive a free school meal. This is so that the school can claim for the pupil premium funding.

Important: If you do not wish to claim a free school meal we will still share the eligibility status with your school to enable them to claim the pupil premium funding. This may be the case for children in Reception, Year 1 and Year 2 who are entitled to universal free school meals.

Please complete the details below in full and return to your child's school.

Part 1

Parent 1									
National Insurance Number									
National Asylum Seeker Service Number									
Surname (block capitals)									
Date of Birth (DD/MM/YYYY)									

Parent 2 (if applicable)									
National Insurance Number									
National Asylum Seeker Service Number									
Surname (block capitals)									
Date of Birth (DD/MM/YYYY)									

If you are entitled, do you wish to claim a free school meal for your child(ren)?

Yes / No

Signature:

Date:

How we will use your data

- The Local Authority will use the information above to carry out a check that will be used to determine whether your children are currently eligible for Free School Meals/Pupil Premium
- Please note that this check does not affect any benefits you may be receiving and does not inform the school or the Local Authority of any details of these benefits
- The information will be stored securely and will only be accessed by those responsible for undertaking this check
- The information will be retained until the children listed have left education in Wigan LA with the purpose of carrying out both an initial check and subsequent re-checks during this time
- If your circumstances or details change it is important that you notify the school immediately as a re-check will be necessary and if this results in your child no longer being eligible for a free school meal, you will be informed by the school
- If your circumstances or details change and you feel your child may now be eligible for free school meals again, please reapply using this form
- If you wish to find out more on what the Local Authority does with your data please refer to our Privacy Notice on our website at: www.wigan.gov.uk

Part 2

Child(ren)'s details (please use block capitals)

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Part 3 (to be completed by the school)

School Name	
School DfE Number	
Date of Submission	
Staff Name	
Staff Signature	