MAKING AN APPLICATION FOR FREE SCHOOL MEALS – USER GUIDE

GETTING STARTED

Type the following address into your web browser or click the link on the Free School Meals page on the Collegiate website: https://www.cloudforedu.org.uk/ofsm/sims/

- To make a new application, click the start button. You will need to complete a new application for each child you wish to apply for but the system does remember your information to help with making multiple applications quickly.

- To continue with a previously saved application, you will need the 6 character reference number (provided by the system) previously and the applicant's date of birth as entered on that application.

DECLARATION

CAPITA | SIMS helping schools inspire | sda | **Free School Meals Application Form**

| 1. Declaration | 2. Parent/Carer | 3. Child | 4. Submit | 5. End |

Eligibility is based on one of the following benefits :

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

I agree that you will use the information provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I agree that you can inform the school(s) attended by my child of their initial and ongoing entitlement to free school meals.

You may be aware of our Privacy Policy.

To complete an application you will need to provide:

- Your own name and date of birth
- Contact details
- National Insurance Number or National Asylum Seekers Number
- Child's name and date of birth
- School your child is attending/will attend.

[Yes, continue]

🏠 Go back to homepage

- The legal declaration page contains details of the information that is required for the completion of the application, together with information about the process, security and access of the claim. You will need to click the 'Yes, continue' button to proceed with an application.

- **Please note, if you do not confirm agreement then it will not be possible to proceed with an application.**

COMPLETING THE APPLICATION – YOUR DETAILS

1. Declaration	2. Parent/Carer	3. Child	4. Submit	5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Name *

If you are making this application on behalf of a parent/carer, you must enter their details, not your own.

-- Please Select -- ▼
Title

[   ]
Firstname

[   ]
Lastname

Identification Number *

[   ] **OR** [   ]
National Insurance Number   National Asylum Support Service reference number

Personal information *

If you have legal parental responsibility for the child but your relationship isn't listed, please select 'Legal Parental Responsibility'.

[   ]   -- Select -- ▼
Date of birth (DD/MM/YYYY) Relationship to the child

Contact information

[   ]   [   ]   [   ]
Email   Telephone (Landline)   Telephone (Mobile)

☑ Yes, I would like email to be my primary communication channel for free school meal entitlement
Why use electronic communication ?

Address information *

Enter a postcode	[ ] Find address
Addresses	-- Use the postcode lookup above -- ▼

☐ **Manual Address Data**

Flat Number/Name **	[ ]
House Number/Name **	[ ]
Street Name *	[ ]
Locality	[ ]
Town/City *	[ ]
Postcode	[ ]

** One at least of Flat or House Number/Name is required.
* Required.

[Save and continue]   [Save and resume later]   [Back]

- Fill in this page with details as required. Some information can be entered via a drop-down list. When you have completed this page, you can either save and continue with the application or save it and resume later. If you choose the save and resume option, a 6 figure reference number will be generated so that you can resume your application at a later date.

- **Please make sure the information you enter is accurate to avoid any delay in processing your application.**

COMPLETING THE APPLICATION – CHILD'S DETAILS

| 1. Declaration | 2. Parent/Carer | 3. Child | 4. Submit | 5. End |

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Child's name *

Firstname   Lastname

Child's details *

Date of birth (DD/MM/YYYY)   Gender   -- Select --

School *

-- Choose a school --

Statement *

○ I confirm that I have parental responsible for the child and that the child lives with me.

OR

○ I confirm that I have completed this application on behalf of the parent/carer with his/her full knowledge or have the legal status to do so. I confirm that the parent/carer for whom I have given details has parental responsible for the child and that the child lives with the parent/carer.

[Save and continue]   [Save and resume later]   [Back]

- Fill in this section with the child's information. Please make sure you provide your child's full, legal name rather than nicknames or preferred names.

- The school can be selected from a drop-down list.

- Again you have the option to save and continue with the application or save and resume later.

SUBMITTING YOUR APPLICATION

- The submit applicant page provides an overview of the data you have entered on the application. If you are happy the information shown is correct, you can submit your application. You also have the option again to save and resume your application later. If any of the information shown on the summary is not correct, use the back button to go back to the details and correct them.

- Once your application has been submitted, there will be three possible outcomes:

  - **Found** - The Eligibility Checking Service (ECS) has confirmed the eligibility to Free School Meals. You should make a note of the applicant reference, **the school will be automatically notified of the outcome.**

  - **Not Found** – The ECS has **not** confirmed the eligibility to free school meals. You should make a note of the application reference and, if you wish to dispute the outcome, you should contact the school at office@thequestacademy.org.uk to arrange a date/time to come into school and provide original copies of any supporting evidence you have to support your eligibility. If the school, having seen the physical evidence, agree the application should be deemed eligible, they will record this agreement on the system.

  - **Service Down** – the system may be down for maintenance. You should make a note of the reference number. The application will automatically be submitted once the system is back up and running.