



Department
for Education



City of
Stoke-on-Trent

Free School Meal Registration and Claim Form

This form is to register for Free School Meals for all year groups, including those in receipt of Universal Infant Free School Meals.

EVEN IF YOU DO NOT WANT TO RECEIVE FREE SCHOOL MEALS OR ARE IN RECEIPT UNIVERSAL INFANT FREE SCHOOL MEALS, IT IS IMPORTANT FOR YOU TO REGISTER YOUR CHILD(REN), SO THAT YOUR CHILD(REN)'S SCHOOL GET AS MUCH GOVERNMENT FUNDING AS POSSIBLE.

What to do

To see if your children can get free school meals (FSM), please fill in all sections of this form and return it to their school.

If there is any information you cannot find, or you are having problems understanding, contact the school for help.

Important

If you have multiple children attending different schools, you will need to complete a separate form for each school. Please download and print separate copies to complete or contact each school.

Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.

We may be unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.

Online option

You can also check your children's entitlement to free school meals and apply online. This can be done via the website address or QR code below:

https://admissions.stoke.gov.uk/CitizenPortal_LIVE/en





Your details

Enter the details of the parent or guardian who is applying for free school meals.

First name

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Last name

Date of birth (DD/MM/YYYY)

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National Insurance number (if you have one)

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or

Asylum support reference number

(previously NASS reference number)

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Contact phone number (this can be a mobile number)

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Contact email

We'll use your email address to confirm your application or for more information.

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Children and school details

Include all children that will be attending this school. Print extra sheets if you need them.

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Relationship to Child								
Include details of child's previous school (optional)								
School name								

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Relationship to Child								
Include details of child's previous school (optional)								
School name								

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Relationship to Child								
Include details of child's previous school (optional)								
School name								



Additional children

Print extra sheets if you need them.

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Relationship to Child								
Include details of child's previous school (optional)								
School name								

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Relationship to Child								
Include details of child's previous school (optional)								
School name								

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Relationship to Child								
Include details of child's previous school (optional)								
School name								



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Declaration

By signing below, I confirm that:

I allow the use of the data in this form for the purpose of checking whether my children are entitled to free school meals.

I allow the sharing of the above data with the schools my children attend and its local authority, for the purpose of providing free school meals if entitlement is confirmed.

This includes re-applying for free school meals in future.

Signature

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Date (DD/MM/YYYY)

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Important

Once completed, please give this form back to your children's school.