

Pupil Access and Community Services
County Hall
Martineau Lane
Norwich
NR1 2DL

Minicom: (01603) 223833

Mr E Clarke

01603 224382
01603 222119

eric.clarke.edu@norfolk.gov.uk

26 March 2003

All Schools: Headteacher
All Schools: School Secretary

Dear Colleague

Changes to Free School Meals Entitlement from 6 April 2003

As you are aware, children whose parents are in receipt of certain Social Security payments are eligible to receive free school meals. Under new arrangements announced by the DfES these children will continue to receive this allowance. Schools should therefore continue to check eligibility for those families in receipt of:

Income Support

Income Based Job Seekers Allowance

Support under Part VI of the Immigration and Asylum Act 1999

Children who receive Income Support or Income Based Job Seekers Allowance in their own right are also eligible.

From 6 April 2003 an additional category will be added to the entitling support and this will apply to parents of children who are in receipt of:

Child Tax Credit, but who are not entitled to a Working Tax Credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £13,230.

The details of the Child Tax Credit will be shown on a Form TC602 issued by the Inland Revenue and this is the only documentary evidence that should be accepted for determining entitlement to free school meals in this category. It is for the parent to provide this document and it is not planned for staff to request information from the Inland Revenue. To assist in the checking of the Form TC602 I enclose some guidance issued by the DfES and draw your attention to the shaded box which details the checks to be made.

It should also be noted that there is now no requirement for the Authority to refund monies paid by parents for school meals and who are, in fact, in receipt of one of the qualifying benefits. No further refunds will be made after 6th April 2003.

To reflect the changes the Free School Meals application form has been revised. I enclose a supply for you to use from 6 April 2003. I should be grateful if you could remove previous versions of the application form from your stocks at that time. You will note that an additional box has been added to the form to enable parents to obtain confirmation of the Social Security benefit they are receiving if they do not have appropriate evidence to support their claim. Additional supplies of the form can be obtained from Julie Saunter on 01603 222331/222571 or the form can be photocopied.

Yours sincerely

Director of Education