

# EWB Team - Free School Meal Information Pack for School Staff

## Application Assistance

### How can someone apply for Free School Meals?

Applications for free school meals can be made to the EWB team on paper, online and by telephone.

- Online applications are made at our website [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals)
- Paper applications can be printed from the website and returned by fax 01480 379389 or scanned to our email address [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk); handed in at the school or posted to us at the following FREEPOST address; Cambridgeshire County Council, Freepost CB176, Cambridge, CB3 0BR
- Telephone applications can be made by calling 01233 703200

### What can our school do to assist with the application?

Applications must contain the applicants **National Insurance number** or **National Asylum Seekers number**, when possible please confirm with the applicant that they have entered this onto the form. Without this number we cannot process the application.

Schools can assist by offering to print forms for applicants, and to scan/fax the forms back to the EWB team for the applicant.

Some schools may be able to offer a computer for online applications or use of a telephone for telephone applications.

### What does a National Asylum Seeker Service number look like?

It is a 9 digit number, in the format "010234567" where the first four digits should be in the format YYMM.

### Does the applicant need to show me any evidence to apply?

The applicant does not need to provide any evidence of entitlement with their application. The EWB team use an Electronic Checking System linked directly to the Department of Work and Pensions so are able to check eligibility via this system. Only if the claim is rejected will the EWB team contact the applicant directly and ask for submission of paper entitlement evidence.

## **Promotion of Free School Meals**

### **What impact does the uptake of free school meals have on my school?**

- School children who are eligible for free school meals are entitled to a two course meal worth approx £2.10 for primary or £2.25 for secondary each day. This ensures students from low income families have a healthy and nutritious meal each day.
- Secondary School students who are entitled to free school meals may also qualify for help with transport costs.
- Post 16 students who are entitled to free school meals may also qualify for 16-19 student bursary schemes.

Schools will receive additional funding called Pupil Premium each year for every student who is registered for free school meals. The Pupil Premium is additional funding given to schools to help raise the attainment of pupils. It is paid to schools according to the number of pupils who have been registered as eligible for free school meals at any point in the last 6 years or been in care for 6 months or longer. In the financial year 1 April 2014 to 31 March 2015, pupil premium funding will be:

- £1,300 for each eligible primary aged pupil
- £935 for each eligible secondary aged pupil and
- £1,900 for those in care

### **What can I do to assist with promoting and supporting take up of free school meals?**

Schools can ensure that they are displaying posters and information about how to apply for free school meals. Updated information and a copy of the latest application form can be added to the school website and school prospectus. Regular information can be shared through school newsletters, parent mail and at open events/ parent's evenings. The EWB team is always happy to provide any help or assistance with promoting the uptake of free school meals, please contact us to speak to us further about this service.

Many schools within Cambridgeshire now operate cashless payment systems; If your school offers this service ensure that this is included in information about free school meals to parents on your website, parent's evenings or parent mail. Stigma surrounding free school meal entitlement has been identified as a barrier to applications, addressing these concerns can have a direct impact on numbers of applications for free school meals.

## **Information on Universal Free School Meals**

The EWB team recently revised their application form to include information on Pupil Premium to encourage applications from those parents who have children in Reception or Key Stage 1 from September 2014 and will be automatically eligible for universal free school meals.

Further information can be found on the EWB webpage

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/294/help\\_with\\_school\\_and\\_learning\\_costs/6](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/294/help_with_school_and_learning_costs/6)

### **Do parents need to complete the form if their child will automatically be entitled to a free school meal under the scheme?**

We are asking for parents/carers who feel they would be eligible for free school meal under the criteria listed on the forms to apply. Schools still need to be able to identify those students who qualify for Pupil Premium, this is done via the eligibility criteria for free school meals. Without the completion of the form this data will not be collated and the schools and students will miss out on valuable additional funds for learning. Many families are unaware they are entitled to free school meals and by asking parents to apply the EWB team can ensure we are able to provide the service to as many families across Cambridgeshire as we are able.

## **Information on students changing in year or from year 6 to year 7**

If you have a new student who has transferred from a Cambridgeshire School and has confirmed that they are eligible for free school meals in the first instance check both your weekly and daily school meal update lists. If the student is not showing on either then contact the EWB team on 01223 703200 and the team will confirm to you the status of the free school meal eligibility.

If you have a student who has transferred from a non-Cambridgeshire School and has confirmed they were eligible for free school meals at their previous school, please ensure that the parent completes a new application. Eligibility does not automatically transfer across counties and the EWB team will need to process the application as if it was a new application.

If you have a student who is transferring from Infant to Junior, First to Middle, or Primary to Secondary school within Cambridgeshire, they do not need to re-apply for free school meals. The Cambridgeshire EWB team service ensures that as long as the claim remains eligible there is no need to reapply and their claim will continue at their new school.

If you have a student transferring from year 6 to year 7 from a school outside of Cambridgeshire, they will need to apply to the EWB team as a new application.

Below is a quick reference table to identify when a new application is required, and when it is not.

	<b>Apply</b>	<b>Don't Apply</b>
Reception/ KS1*	<b>X</b>	
Move within Cambridgeshire		<b>X</b>
Move from outside Cambridgeshire	<b>X</b>	
Year 6 to Year 7 within Cambridgeshire		<b>X</b>
Year 6 to Year 7 from outside Cambridgeshire	<b>X</b>	

## **Free School Meal Lists**

Appendix A shows the process schools should follow on receipt of the lists received from the EWB Team. Referring to these lists ensures that all eligible pupils receive their entitlement to a Free School Meal, and that those who are no longer eligible do not receive a meal when they are not entitled to do so.

## **EWB Contact Details**

Sarah Wright  
Lead Education Welfare Benefits Officer  
01223 703854  
[sarah.wright@cambridgeshire.gov.uk](mailto:sarah.wright@cambridgeshire.gov.uk)

Sabia Sulthana  
Education Welfare Benefits Officer  
01223 703200  
[sabia.sulthana@Cambridgeshire.gov.uk](mailto:sabia.sulthana@Cambridgeshire.gov.uk)

Education Welfare Benefits Office:  
Box Number CC1206, Castle Court, Shire  
Hall, Cambridge, CB3 0AP

Education Welfare Benefits Freepost Address (Applications Only)  
Cambridgeshire County Council, Freepost CB176, Cambridge, CB3 0BR

Telephone: 01223 703200  
Fax: 01480 379389  
Email: [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)  
Website: [www.cambridgeshire.gov.uk/Freeschoolmeals](http://www.cambridgeshire.gov.uk/Freeschoolmeals)

# EWB team receive application for FSM

Application is processed, entered onto Database and decision letter generated to applicant

## MON-FRI

Daily list produced at 11.00am

This list contains all changes to students eligibility (new entitlement or cancelled entitlement) during the last 24 hours and is emailed directly to the school

School receives list and updates school and child records for Free School Meal entitlement

New Claim : This student is entitled to FSM from the date indicated on the list  
Cancelled Claim: This student is no longer entitled to FSM from the date indicated on the list

## FRIDAY

Weekly list produced at 3.00pm

This list contains the names of all students who are eligible for free school meals at the school.

School receives list and should check that the students currently receiving free school meals match the names on the list

To check any information contained on the list or if you wish to check details for a student you can contact the EWB team on 01223 703200 or by email [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)

## Daily List

Each day at approx 11.00am the EWB team will email your school a list containing any daily changes to the free school meal entitlement list.

The school must ensure that this list is read and actioned the same day.

	A	B	C	D	E	F
1	List Generated Date -	05/15/2014				
2	List Generated Date -	05/15/2014				
3	Last Name	First Name	13/02/2005	15/05/2014	23/07/2014	
4	New Claims		1			
5	Cancelled Claims		0			
6						

  

<b>A1/B1</b>	Date list was produced	<b>B4</b>	Number of new claims on list	<b>A3</b>	Last name of Pupil	<b>B3</b>	First name of Pupil	<b>C3</b>	Pupil Date of Birth	<b>D3</b>	Start date for Free School Meal	<b>E3</b>	End date for Free School Meal
		<b>B5</b>	Number of cancelled claims on list										

### Please Note

- List Generated Date (B1 and B2) will show in American Date format (MM/DD/YYYY)
- When you open the list if any column shows a series of hashes (#####) please expand the column to show the numerical data it includes

## Weekly List

Each Friday at approx 3.00pm the EWB team will email your school a list containing **all** pupils at your establishment that are entitled to free school meals.

The school must ensure that this list is read and all pupils who currently receive free school meals are reflected on this list.

	A	B	C	D	E	F
1	List Generated Date -	06/06/2014				
2	List Generated Date -	06/06/2014				
3	Last Name 1	First Name 1	21/12/2004	02/09/2013	23/07/2014	
4	Last Name 2	First Name 2	25/07/2003	02/09/2013	23/07/2014	
5	Last Name 3	First Name 3	21/04/2006	02/09/2013	23/07/2014	
6	Last Name 4	First Name 4	17/03/2005	02/09/2013	23/07/2014	
7	Last Name 5	First Name 5	06/03/2007	07/02/2014	23/07/2014	
8						

  

<b>A1/B1</b>	Date list was produced	<b>A3</b>	Last name of Pupil	<b>B3</b>	First name of Pupil	<b>C3</b>	Pupil Date of Birth	<b>D3</b>	Start date for Free School Meal	<b>E3</b>	End date for Free School Meal
--------------	------------------------	-----------	--------------------	-----------	---------------------	-----------	---------------------	-----------	---------------------------------	-----------	-------------------------------

### Please Note

- List Generated Date (B1 and B2) will show in American Date format (MM/DD/YYYY)
- When you open the list if any column shows a series of hashes (#####) please expand the column to show the numerical data it includes