

# Universal Free School Meals: Registration Form Academic Year: 2025/2026

We write to you on behalf of your child’s school as you have a child(ren) who will be starting in Reception in September 2025 and will be entitled to receive a universal free school meal at no cost to you.

From September 2025, choosing a school lunch for your child(ren) will help save you up to £400 per year per child, if you take up the offer. Meat and vegetarian options are available every day, and we can consider other dietary requirements where a menu is agreed in advance. Please discuss this with your school.

This is a popular offer in Sandwell. To help us plan and ensure that schools can claim the correct level of funding for your child and help us plan for the number of children having a school lunch from September 2025, please provide the details requested in the form and return to your school as soon as possible.

We will use this information to check for eligibility to claim additional grant money from central government. It will be used for no other purposes and will remain confidential to us. There may also be other benefits for your child offered by your school, e.g. free trips etc. Please ask your school.

Education Benefits Team - Sandwell Metropolitan Borough Council

**Section 1: About your child(ren) entering Reception Year in September 2025  
(Please complete in BLACK ink and CAPITAL LETTERS using your child(ren’s) legal names)**

First name of Child 1	Surname of Child 1

Date of birth (Child 1)	School Child 1 Attending

First name of Child 2	Surname of Child 2

Date of birth (Child 2)	School Child 2 Attending

Do you have other children of school age attending a Sandwell school? Yes  No

**Section 2: Children whose parent/legal guardian receive any of the following are entitled to universal free school meals additional funding**

Is your joint family income over £16,190 per year? Yes  No

**If you have ticked ‘Yes’ above, please go straight to Section 3 overleaf.**

**If you ticked ‘No’, please tick the relevant box if you are in receipt of any of the benefits listed below.**

Income Support

Universal Credit - **with a household net income of less than £7,400 a year?**

To qualify if you are in receipt of Universal Credit, your net earned income (after taxes and deductions ‘take home pay’) must be below £616 per month under the Universal Credit allowance you receive.

**This will be confirmed on your latest online Universal Credit statement when you received it. If your net earned income shows above the £616 figure you don’t qualify.**

Job Seekers Allowance - **Income Based Only**

Employment and Support Allowance – **Income Related Only**

Pension Credit – Guaranteed Element (including Child Tax Credit)

Support under **Part VI** of the Immigration and Asylum Act 1999

Please tick this box if you are not sure whether your joint family income is over £16,190, but you would still like us to check if your child is eligible. Please now continue to Section 3.

**Section 3: Details of parent/legal guardian - All sections (except your email address) MUST be completed in CAPITAL LETTERS in BLACK ink**

Title	<input type="text"/>	Surname	<input type="text"/>
First Name	<input type="text"/>	DOB	<input type="text"/>
Relationship to child(ren) (Mother/Father/Legal Guardian etc.)	<input type="text"/>		
National Insurance Number or NASS Ref Number of Parent/Guardian/Claimant – this MUST be provided	<input type="text"/>		
Address and postcode	<input type="text"/>		
<input type="text"/>	<input type="text"/>	Contact Phone No.	<input type="text"/>

**Email Address:**

PLEASE ENSURE YOUR EMAIL ADDRESS IS WRITTEN DOWN CLEARLY AND CORRECTLY TO ENABLE IF REQUIRED, CORRESPONDENCE TO BE SENT

**Section 4: Your Consent**

**COMPLETE YOUR CONSENT AND SIGN THE DECLARATION BELOW PLEASE**

I agree that you will use the information I have provided to process my claim for free school meals to verify my initial, and ongoing, entitlement; and that you may contact other sources, such as the Department for Education (DfE) as allowed to confirm this. We may also recheck your application again if your initial check claim was unsuccessful.

**Please note that where successful, your details will be passed to the applicable school.**

**If you do not consent to the above we cannot proceed with your application, so please ensure that you have read and ticked the box before submitting this application form.**

The Data Controller for the information held about you for this purpose is Sandwell Metropolitan Borough Council, Sandwell Council House, Freeth Street, Oldbury B69 3DB. Phone 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at DP\_Officer@sandwell.gov.uk

The information on this form, where you have given us consent to use, will ONLY be used for that purpose and for no other. Where you have not provided us with consent, the information will not be used by the council.

The information provided under consent will only be used and shared for the purposes outlined on this form. However, when a legal duty is placed upon the council then the council will consider the sharing of your information in accordance with that duty (e.g. police etc.).

At any point, you have the right to withdraw your consent by contacting the office below.

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

**Section 5: Your Declaration**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In accordance with our service standards, eligible claims will be processed within five working days from receipt of completed application forms. However, if you require further information or assistance, please contact the Free School Meals Team on 0121 569 8186 or 8189 OR email; education\_benefits@sandwell.gov.uk.

**Please return your completed form to Education Benefits, Sandwell Council House, Freeth Street, Oldbury B69 3DB**