

EARLY YEARS Free School Meals Application Form



This is for Early Years children attending a school nursery both **morning and afternoon sessions only**

From September 2026 – Any household receiving Universal Credit, regardless of earnings, will be eligible for benefit-related free school meals.

Pension Credit – Guaranteed Element Only

Please tick ✓

[illegible][illegible]

First Name DOB

Relationship to child(ren)
(Mother/Father/Legal Guardian etc.)

National Insurance Number or NASS Ref Number of
Parent/Guardian/Claimant – this MUST be provided

Address and postcode

[illegible]

Email Address:

ENSURE YOUR EMAIL ADDRESS IS WRITTEN CLEARLY AND CORRECTLY TO ENABLE CORRESPONDENCE TO BE SENT

First name of Child 1 Surname of Child 1

[illegible][illegible][illegible][illegible][illegible][illegible]

Date of birth (Child 2)		School Child 2 Attending	

[illegible]

Please complete an additional form if your application is for more than 2 children in nursery.

NOW COMPLETE YOUR CONSENT AND SIGN THE DECLARATION BELOW PLEASE

Section 4: Your Consent

✓ Please tick

☐ 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.

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 following is optional and does not have to be completed for this form to be processed.

☐ I agree that should my initial application be refused; further checks can be automatically made so I can be asked to complete an application form if I later become entitled.

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. For further information in relation to how the council will use your personal information, including how long it will be retained for, please see the council's full privacy notice at 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 Early Years Team on 0121 569 4960

Please return your completed form to your child's school ASAP
Schools to return to Early Years Team via Moveit 333_5555