Free School Meal Application

Newcastle City Council

You only need to complete this form once for each child – if you give permission, we will re-check this information regularly until the child's 19th birthday and write to you with any changes. Please read the data privacy notice for further information.

Please return the completed form to admissions.information@newcastle.gov.uk or
School Admissions, Civic Centre, Newcastle upon Tyne, NE1 8QH

Child's details

Surname	Forename	Date of birth	Current school (if applicable)

Parent or carer details (1)

The person receiving the benefit must be listed on the form – in order for us to check both parents, each person must sign the declaration.

Title (Mr, Mrs, Miss etc)	Surname				First name					
If you have ever been known by a different surname, what is that name?					Date of birth					
National Insurance number or NASS number NI – 9 digits, 2 letters, 6 numbers, 1 letter NASS – first 9 numbers										
Your address:					Postcode:					
Telephone number:	Email address:									
What is your relationship to the child (for example mother, father)										
Do you have parental responsibility for the child?					Yes No					

Parent/carer declaration

☐ I agree that the information given on this form is correct. I give permission for Newcastle City Council to check my eligibility status with the relevant benefit providers and hold my details to make further checks.

Parent 1
Signed: **Date:**

If you have joint parental responsibility, please complete the details below

Parent or carer details (2)

Title (Mr, Mrs, Miss etc)	Surname			First name					
If you have ever been known by a different surname, what is that name?				Date of birth					
National Insurance number or NASS number NI – 9 digits, 2 letters, 6 numbers, 1 letter NASS – first 9 numbers									
Your address:				Postcode:					
Telephone number:	Email address:								
What is your relationship to the child (for example mother, father)									
Do you have parental responsibility for the child?				Yes No					

Parent/carer declaration

☐ I agree that the information given on this form is correct. I give permission for Newcastle City Council to check my eligibility status with the relevant benefit providers and hold my details to make further checks.

Parent 2 **Signed:**	**Date:**

Data privacy

The General Data Protection Regulation (GDPR) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held;
- why it is being held; and
- to whom it may be communicated.

You also have the right to request your data is corrected, updated or erased. In these circumstances, this will lead to a new assessment of your child's eligibility which may change the outcome of the decision.

Information will be stored and used in line with our retention policy or until you ask for this to be changed. Should you have any concerns in relation to how your information or the information

relating to your child/ren is being or will be used, please contact the Admissions Service at admissions.information@newcastle.gov.uk