Chadsgrove Educational Trust Specialist College

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Dear Parent Carer

Free College Lunches

The Education and Skills Funding Agency (ESFA) will fund free lunches for eligible students when they are in attendance at College.

If you think that your son/daughter is eligible for free meals, please read the attached criteria and complete and return the form along with the evidence required.

Our understanding is that as your son/daughter will now, for example, be receiving Universal Credit in their own right, in which case the application should be based on their income.

To be eligible for this year's funding we need to submit applications at the beginning of September, I would be grateful therefore, if you could let me have your completed forms back as soon as possible.

Yours sincerely

Deb Rattley
Principal

Purpose

The government provides funding for the provision of free meals for learners who qualify for the assistance.

For the 2021 to 2022 academic year the rate set is £2.41 per learner per meal taken. The meal is provided where a learner attends College over the lunchtime period.

Where needed reasonable adjustments will be made for special dietary requirements.

Eligibility

Age

Learners must be aged 19 or over on 31 August 2021 and have an Education Health and Care Plan (EHCP).

The following groups of students are <u>not</u> eligible for free meals in further education support:
- Learners aged 19 or over at the start of their study programme who do not have an EHCP
- Apprentices, including those with an EHCP

Eligible benefits

Free meals are targeted at disadvantaged learners. For the purposes of eligibility for free meals, disadvantage is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum

- Income Support

- Income-based Jobseekers Allowance

- Income-related Employment and Support Allowance (ESA)

- Support under part VI of the Immigration and Asylum Act 1999 the guarantee element of State Pension Credit

- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))

- Working Tax Credit run-on (paid for 4 weeks after someone stops qualifying for Working Tax Credit*)

*Please note that Working Tax Credit is not a qualifying benefit for free meals, and a parent or learner in receipt of Working Tax Credits only is not entitled to a free meal.

Application Process

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the College.

Please complete the attached form and supply the necessary evidence so that the College can consider the application.

The College Administrator will check the application and submit the documentation to the Principal and/or Finance Director for authorisation.

The outcome of the decision will be advised in writing.

Complaints process

All complaints must be made in writing. If the complaint concerns an operational process or a complaint about service this will be dealt with under the Chadsgrove Educational Trust complaints procedure.

If the complaint or appeal is not resolved than it will be passed to the Education and Skills Funding Agency (ESFA).

Application form for the provision of free meals

Please complete the form and submit it together with your supporting evidence to the College Administrator, Lorraine Binns by 24thSeptember 2021.

Title	
Surname	
First name	
Address	
Postcode	
Phone/Mobile	
Email	
Date of Birth (DD/MM/YYYY)	

Your Age		*You must be aged 19-24 on 31st August 2021 and have an Education, Health and Care Plan (EHCP).*

Have you an Education, Health and Care Plan (EHCP)?	Yes		No	
Do you satisfy the residency criteria set out by the Education Funding Agency (EFA) – see section 1.3 of the Provision of Free Meals Policy?	Yes		No	

To qualify the student must be in receipt of, or having parents who are in receipt of one or more of the eligible benefits and produce the required evidence.

Please tick the 'Yes' or 'No' columns as appropriate, and where responding 'Yes' give detail of the evidence provided in the appropriate column.

Eligible Benefit	Yes	No	Evidence Provided
Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum.			
Income Support			
Income-based Jobseekers Allowance			
Income-related Employment and Support Allowance (ESA)			
Support under part VI of the Immigration and Asylum Act 1999			
The guaranteed element of State Pension Credit			
Child Tax Credit *(provided they are not entitled to Working Tax Credit, and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))*			
Working Tax Credit **run-on** *(paid for 4 weeks after you stop qualifying for Working Tax Credit)*			

Student Declaration

- o I declare that the information on this form is true and accurate to the best of my knowledge.
- o I have made this claim for the provision of free meals, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- o I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- o When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify the College immediately.

Student name			
Student signature (where possible)		Date	
Signature of student's representative (if student unable to make own application)		Date	
Relationship of student's representative to student			
Student's representative contact details			
Address			
Phone number			
Email address			