

# APPLICATION FOR FREE SCHOOL MEALS & PUPIL DEVELOPMENT GRANT (PDG) 2020/2021



Please note that an online application is also available at [www.newport.gov.uk](http://www.newport.gov.uk)

## A – Parent / Carer details - ALL Fields MUST be Completed

Surname of Parent / Carer..... Forename..... Title.....  
 Address..... Post Code.....  
 Telephone Number.....Email address .....

Date of Birth of Parent / Carer .....

National Insurance No of Parent / Carer..... or NASS No.....

## B – Give Details of each child in full-time attendance at school

	Child 1	Child 2	Child 3	Child 4
Full Name:				
Date of Birth:				
Relationship to the child:				
Is the child living with you:				
Name of School: (In September 2020)				
School Year: (In September 2020)				
<b>*Is the child a Looked After Child ?</b> If yes, please state Corporate Parent (i.e Local Authority)				

\*A looked after child refers to a child who is looked after by a Local Authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989 at the time the application is submitted. Please note that if an allowance is received for the child, free school meals cannot be claimed.

## DECLARATION

I certify that the information given on this form is correct. **I will notify the Local Authority immediately of any change in my circumstances.** I also give consent to any investigations being made in relation to the information given. I agree to refund to the Local Authority, on demand, any payment due for school meals received outside of entitlement, however, arising.

I agree that you will use the information I have provided to process my claim for Free School Meals and will contact the relevant agencies as allowed by law to verify my initial and **ongoing** entitlement.

I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive the Pupil Development Grant for any pupil entering Reception, Year 1, 3, 5, 7, 8, 9, 10 or 11 of education.

**Signature:**..... **Date:**.....

**IF YOU WISH TO CLAIM THE PUPIL DEVELOPMENT GRANT, PLEASE CONTINUE:**

## **PUPIL DEVELOPMENT GRANT:**

You may be able to claim a Pupil Development Grant if you are entitled to Free School Meals and have a child that is:

- entering reception class in primary school
- entering school years 1,3,5,7,8,9,10 and 11
- in a special school, special needs resource base or pupil referral unit and is aged 4,5,7,9,11,12,13,14 or 15

**You will need to provide your bank details in order for payment to be made directly into your bank account.**

### **PLEASE ENTER YOUR BANK DETAILS BELOW:**

Please note that we are unable to accept Post Office accounts.

**Name of Bank/Building Society**

**Bank/Building Society Account Number**

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**Name(s) of Account Holder(s)**

**Branch Sort Code**

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I Authorise Newport City Council to make all payments to me via the BACS system

<b>Signature of Account Holder</b>	<b>Date</b>
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**Please return this form:**

By post to Newport City Council, PO Box 60, Newport, NP20 4XN or  
Email: [freeschoolmeals@newport.gov.uk](mailto:freeschoolmeals@newport.gov.uk)

Alternatively, you can apply online at [www.newport.gov.uk](http://www.newport.gov.uk)

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**



## 2020/2021 Free School Meal & Pupil Development (PDG) Application for Newport Schools Important Information for Parents / Carers

### Renewals

**If your children are currently entitled to Free School Meals and attending a Newport School we are able to check your on-going entitlement without the need for you to complete a new form, unless we contact you under separate cover.**

If any of your children attend a school outside Newport please see the notes below for details.

### New Claims

A new application form must be completed for all children who have not previously attended a Newport School. You **MUST** complete all sections on the application form and sign the declaration. Incomplete forms will result in a delay of any Free School Meals or PDG award whilst we contact you to gain the missing information.

The entitlement criteria – Pupils will qualify if parents/carers are in receipt of one of the following benefits:

- Income Support or Income Based Jobseekers Allowance
- Income Related Employment Support Allowance
- Child Tax Credit (the annual income must be less than £16,190 for the household)  
**NOTE: if you are in receipt of Working Tax Credit, you will NOT be eligible to receive Free School Meals**
- Guaranteed Element of State Pension Credit
- National Asylum Seekers Support Benefit
- Universal Credit up until March 2019;
- From 1 April 2019, Universal Credit, provided the household has an annualised net earned income of no more than £7400 (as assessed by earnings from up to three of the most recent assessment periods).

### Transitional Protection

Any pupil eligible for Free School Meals on 01 April 2019 will have their eligibility protected and this will apply to the end of the rollout of Universal Credit (currently scheduled for December 2023), regardless of whether their circumstances change.

Any pupil who becomes eligible under the current criteria during the rollout of Universal Credit (01 April 2019 to December 2023) will also retain their eligibility until the end of the Universal Credit rollout, regardless of whether their circumstances change.

Once the rollout of Universal Credit has completed, transitional protection will continue until the child comes to the end of their current phase of education i.e primary/secondary school.

**Please note that if you cease to be eligible for Free School Meals but continue to receive them due to transitional protection only, you will not be entitled to the Pupil Development Grant regardless of what year your child is entering in September 2020.**

### Notes

**We are able to check your entitlement; there is no need to supply proof of eligibility unless requested.**

**Please note that we only process applications for NEWPORT Schools.** If any of your children attend a school in a neighbouring authority you will need to contact them to make an application for Free School Meals. The contact numbers for the neighbouring authorities are as follows:

Caerphilly County Borough Council	-	01495 235262
Monmouthshire County Council	-	01633 644508
Torfaen County Borough Council	-	01633 647715/19

## **Pupil Development Grant**

Pupils who are entitled to Free School Meals may also be entitled to a Pupil Development Grant if they are entering reception class in primary school, years 1,3,5,7,8,9,10 or 11 or if they are in a special school, special needs resource unit or pupil referral unit and are aged 4,5,7,9,11,12,13,14 or 15.

A Pupil Development Grant is to provide assistance to families on low incomes for the purchase of:

- School uniform including coats and shoes;
- School sports kit including footwear;
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance;
- Equipment e.g school bags and stationary;
- Specialist equipment where new curriculum activities begin such as design and technology;
- Laptops or tablets; and

Equipment for out of school hours trips such as outdoor learning e.g waterproofs.

A payment of £125 will be made per pupil in all qualifying school years with the exception of pupils entering Year 7 who will each receive a payment of £200.

Please provide your bank details at Section C to enable this payment to be made. Unfortunately, we are not able to make payments into a Post Office account.

**Applications for the Pupil Development Grant can only be processed for pupils attending schools within the Newport Local Authority.**

### **PLEASE NOTE THE FOLLOWING:**

- It is **your responsibility** to notify the Housing Benefits Team of any **changes to financial/family circumstances**. Failure to notify the Housing Benefits Team could result in you being charged the full cost of any school meals taken by your children from the date your circumstances changed.
- If your children move to a different Newport school during the school year, please contact the Housing Benefits Team so that we can inform the new school of their entitlement.
- You cannot make a claim for children who are accessing a part-time nursery place.

**THIS IS AVAILABLE TO CLAIM UNTIL 30 JUNE 2021.**

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**