

Confidential
Application for Student Support for Full Time Students

NOTE: This form must be completed and signed by the person whose name is on the Benefit Book, or letter stating entitlement to Child Tax Credit, Working Tax Credit, or other documents. His/Her name MUST be entered as the applicant. The Academy must receive this form by the 28 June 2013. LATE RECEIPT WILL ONLY BE ACCEPTED AT THE DISCRETION OF THE PRINCIPAL.

I wish to claim the following benefits: (Please tick boxes):

Free Meals (Years 7-11): For those claiming: - Income Support (IS) - Income Based Job Seekers Allowance (IBJSA) - Income Related Employment & Support Allowance (ESA) - Support under Part VI of the Immigration and Asylum Act 1999 - Child Tax Credit, but not entitled to Working Tax Credit, and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190 - Guarantee element of State Pension Credit	
Academy Clothing Allowance: (Years 7-11) Payable first term of year only to those claiming: - Income Support or Income Based Job Seeker's Allowance - Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999, or those claiming Income Related Employment & Support Allowance, payment is discretionary.	

1. Details of Claimant: Name of Parent/Carer making application:

Mr / Mrs / Miss / Ms <small>Delete as appropriate</small>	Surname:		First Name:	
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National Insurance Number of Applicant:	
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Child claimed for:		Year:	
Relationship to child:			

Present Address:			
Postcode:		Telephone Number:	

Please state previous address or change of name:	
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Is this your first claim to Landau Forte Academy?	YES / NO Delete as appropriate
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Please state if single parent family	YES / NO Delete as appropriate
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2. **Details of all persons resident in the home:** Please complete Section (A) and (B)

A. Children at school or under school age:			
Name	Date of Birth	Name of School	Age

B. Persons over school age, including parents/carers, older children and any lodgers	
Name	Occupation

3. **Proof that you are eligible to claim free meals must be produced within the application. Please read the information on Support Payments which tells you what documents we need to see.**

4.

Address of Benefit Office from which you are claiming:	
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Support Payments entitling parents/carers to make a claim for free meals are:

- **Income Support – IS**
Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.
- **Income Based Jobseekers Allowance – IBJSA**
Please provide a recent letter about your Job Seekers Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp your form for you.
- **Income Related Employment and Support Allowance ESA (IR)**
Please provide a recent Department for Work and Pensions (DWP) letter about your Employment and Support Allowance (no more than 6 months old) or the DWP can stamp your form for you.
- **Support under Part VI of the Immigration and Asylum Act 1999**
Please provide a recent Home Office letter (no more than 6 months old) **OR** ask your Housing Association to stamp the form for you.
- **Child Tax Credit (but NOT Working Tax Credit)**
You can make a claim under this category if your annual income (assessed by the Inland Revenue) does not exceed £16,190 **AND** you do not receive Working Tax Credit. Please provide your most recent Tax Credit Award Notice.
- **Guarantee Element of State Pension Credit**
Please provide your most recent Pension Credit M1000 Notice.

N.B. Photocopies are not accepted

I certify that the above statement and information given by me on this form is complete and true and I authorise Landau Forte Academy to take such steps as they consider necessary to verify the same.

Signature of Applicant/Claimant:		Date:	
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A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

Notes:

- 1 Free meals are only available to students whose parents/carers are receiving one of the Support Payments for the child/children.
- 2 This form must be completed by the person who claims the Support Payment in the household.

Please return the completed form to:

**Mrs S Nicholls
Landau Forte Academy Gems
Ashbv Road**

Landau Forte Academy Student Support Scheme

Student Support, including free meals, is at the discretion of the Academy. Meal points and other support is neither transferable or for resale. Failure to observe these rules will result in cancellation. Support available is listed in the table below.

Discretionary Payments: In exceptional circumstances, and solely at its discretion, the Academy may provide similar assistance to parents who do not receive the allowances and credits outlined above.

Family Circumstances	Free Meals	Academy Dress Code Allowance
Income Support	Yes	£42
Income Based Job Seeker's Allowance	Yes	£42
Child Tax Credit, but not entitled to Working Tax Credit, and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190.	Yes	No
Income Related Employment & Support Allowance	Yes	Discretionary
Guarantee element of State Pension Credit	Yes	No
Working Tax Credit	No	No
Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999	Yes	Discretionary

Mr R Fell (May 2013)