

NURSERY REGISTRATION FORM



FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child so that we can check to see if your child is eligible to receive free school meals because you are in receipt of Universal Credit, low income/in receipt of specified income related state benefits. If you are eligible, your child's maintained nursery can receive extra government grant funding known as the 'Pupil Premium'. This additional funding can then be used to help provide good quality education and support.

Please ask your child's nursery to sign and confirm that your child attends for at least one full day a week (before and after the lunch break) before submitting this form.

Nursery declaration: I can confirm the pupil stated on this form attends before and after lunch for at least one full day a week.

Signed: Date:.....

Position:

Changes to Free School Meals

There are important changes to Free School Meals (**FSM**) eligibility that will take effect from September 2026. Going forward, schools and maintained nurseries will record FSM eligibility under one of two categories:

Targeted FSM – for families receiving Universal Credit with household earnings below £7,400 per year. These pupils will receive a free school meal and are eligible for the Holiday Activities and Food (HAF) sessions. The child's school will also receive Pupil Premium funding.

Expanded FSM – for families receiving Universal Credit with earnings above £7,400 per year. These pupils will be entitled to free meals only.

(Please note: ALL pupils in Reception, Year 1 and Year 2 will continue to receive a free meal under the Universal Infant Free School Meal scheme.)

We need information about you and your child so that we can check to see if your child is eligible to receive free school meals under the **expanded** or **targeted** category. If you are eligible for **targeted** free school meals, your child's school can receive extra government grant funding known as the 'Pupil Premium'. This additional funding can then be used by schools to help provide good quality education and support.

FAMILY INCOME AND BENEFIT DETAILS

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999

A pupil is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for [families with no recourse to public funds](#)

If a pupil attends a maintained nursery for at least one full day a week (before and after the lunch break) and their parents are in receipt of Universal Credit or a qualifying benefit, then the pupil is eligible for either '**targeted**' or '**expanded**' free school meals.

If your benefits change or if your child stops attending for at least one full day a week, (e.g. attends mornings only) they are no longer eligible for a free school meal and you should contact fsm@westsussex.gov.uk to let us know.

We will send you confirmation once we have successfully processed your application. This will take up to 15 working days at busy times.

PLEASE COMPLETE THIS APPLICATION IN BLOCK CAPITAL LETTERS

ABOUT YOUR CHILD/CHILDREN PARENT/GUARDIAN DETAILS

Child's Last Name	Child's First Name	Male (M) Female (F)	Child's Date of Birth DD MM YYYY			Name of School	School Town/village

	Parent/Guardian 1						Parent/Guardian 2					
Title and Last Name												
First Name												
Date of Birth	DD		MM		YYYY		DD		MM		YYYY	
National Insurance Number*												
National Asylum Support Service (NASS) Number*												
Daytime Telephone Number												
Mobile Number												
Email Address WSCC preferred way of contact is email; please state here if you do not wish to be contacted via email												
Address												
	Postcode:						Postcode:					

DECLARATION

The information I have given on this form is complete and accurate to the best of my knowledge. I understand that my personal information is held securely and will only be used for checking if my child is eligible for free school meals or other County Council concessions or services. I agree to the County Council using this information to process my registration to check eligibility for free school meals. I also agree to notify the County Council in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:/...../.....

Or you can print this form and give it to your child's school or post it to West Sussex County Council, Free School Meals, Ground Floor, Northleigh, County Hall, Chichester, PO19 1RG or email to: fsm@westsussex.gov.uk



About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state funded school have been eligible for free healthy school lunches. This is known as the **Universal Infant Free School Meal**. Children in other school year groups will also be offered a free school lunch if their parents are in receipt of Universal Credit and/or the benefits listed in the form.

Registering could raise money for your child's school

Registering for a free school meal eligibility check could raise an extra grant of £1,550 per year, per child, for your child's primary school, or £1,100 per child for secondary schools, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from the government for every child whose parent is receiving one of the state benefits listed in the form and eligible for **targeted** FSM. It is therefore important to register for a free school meal eligibility check, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used

The information you provide in this form will be used by the County Council to confirm receipt of one of the listed state benefits. Once this is confirmed, it means that your child is eligible to have either **targeted** or **expanded** free school meals and that your child's school will receive the extra grant each year if your child is in receipt of **targeted** free school meals.

It is important that you tell your child's school whether you want your child to have the Universal Infant Free School Meal or free school meal if eligible. This will help schools to order the right number of meals and to reduce costs and food waste.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

Thank you for completing this form and helping make sure your child's school is as well funded as possible

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer concessions and services.