

How to apply for Free School Meals / Pupil Premium Funding (updated February 2021)

You will need the following information to hand when filling out the application form:

1. National insurance number
2. Date of Birth
3. Phone number
4. Email address
5. Address
6. Type of benefit(s) you are in receipt of

Visit: <https://www.brent.gov.uk/freeschoolmeals>

The screenshot shows the Brent Council website page for 'Free school meals / pupil premium funding'. The page features the Brent logo, navigation links, a search bar, and a breadcrumb trail: Home > Services for residents > Education and schools > Student and school information > Free school meals. The main heading is 'Free school meals / pupil premium funding'. Below this is a photograph of children in a school cafeteria. The page content includes: 'From September 2014 all children in Reception, Year 1 and Year 2, will be able to receive a free school meal whether their parents are in receipt of benefits or not. If your child is in one of these year groups we still need you to apply for a free meal if you are receiving benefits.'; 'Schools get extra funding for every child registered as eligible for a free school meal if their parents receive benefits. They use this money for activities including art therapy, booster classes, educational trips and after school clubs.'; 'Download or pick up an application form from your child's school.'; 'Even if you do not want your child to receive a free meal, don't let your school miss out on this important extra funding that will benefit your child.'; 'Parents of children in other year groups and in secondary schools must still apply for a free meal and your eligibility will be checked.'; and a link 'Does my child qualify?'. On the right side, there is a 'Contents' section with 'Free school meals' and 'Pupil premium funding' links, a 'Things to read' section with 'Frequently asked questions on free school meals', and a 'Things to do' section with links to 'GOV.UK - Income Support information', 'GOV.UK - Benefits explained', 'GOV.UK - Working Tax Credits', and 'GOV.UK - Benefits for families'.

Navigate down the page to *Apply for free school meals*

- children of families receiving support under Section 17 of the Children Act 1989 **who are also** subject to a no recourse to public funds restriction

These groups are subject to a maximum household income threshold of £31,500 per year for London, and £28,200 for areas outside of London. See the [London/outside London](#) section if you are unsure as to which threshold would be applicable for your circumstances. These thresholds are subject to review.

The government are also temporarily extending free school meal eligibility to children of a subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999.

This group is **not** subject to any maximum household earnings threshold.

This extension is temporarily in place due to the current unique circumstances. It covers both children who are attending school and children who are at home.

See [guidance for the temporary extension of free school meals eligibility to NRPF groups](#) for more information.

If you meet any of these additional eligibility criteria, you will need to complete and return an additional self declaration form [\(.docx, 61.9kB\)](#) to accompany your application.

Apply for free school meals

If you meet the criteria you can apply by:

- Completing an [online application](#)
- [Downloading the free school meals application form](#) (.pdf, 201.8kB) and post it to the address on the form
- Asking your child's school for an application form which you can return to them or us
- Contacting the school admissions team on 020 8937 3110 for a paper copy of the application form which they will post to you.

The application form is only for a child or young person who attends a full time school or nursery in the London borough of Brent.

We will ask for proof of child benefit to be provided if this is your first application for free school meals. Eligibility for free school meals will not be backdated, so ensure you apply as soon as possible.

Please note that providing us with an email address or mobile number (or both) will help to ensure we can regularly inform and update you on the progress of your application.

Click here to access the online application

If you meet the criteria you can apply by:

[Completing an online application](#) or contact the school admissions team on 020 8937 3110.

For online applications (which is recommended), please visit <https://children.brent.gov.uk/SynergyCPD/Parents>

children.brent.gov.uk/SynergyCPD/Parents/default.aspx?_ga=2.103240128.1116794933.1612435476-323664777.1612435476

Apps

Sign In or Create Account

Login Page

In Year Admission and Free School Meal Applications

Sign in or Create an Account by clicking the link at the top of this page.

To make a Free School Meal Application, ensure you add all children that you wish to claim for (using the Add Child option) then click on the Submit Application button below this where you will be prompted to confirm your NI or NASS number and date of birth.

You will need to make an in-year school application if either of the following apply to you:

- Your child lives in Brent and does not currently have a school place
- You wish to apply for a transfer to a school in Brent
- **This form will only allow you to apply for a school place in a Brent school. For schools outside Brent please contact the Local Authority or the school directly for the application process.**

Please ensure you have read the guidance notes before applying

You will need to **create an account**, add the child / children to the account, and create up to six school preferences for that child. Once the preferences have been created, and the application has been submitted, we will contact you within 20 working days.

If you have already created an account, click the Login button at the top of the page.

If you would like to change the preferences for an in-year application you have already submitted in the current school year, you should complete the change of preferences form.

For more information on in year admissions please visit www.brent.gov.uk/inyearadmissions

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner.

<https://children.brent.gov.uk/SynergyCPD/login.aspx?ReturnUrl=%2FParents%2F>

Synergy

Click here to login or create an account if this is your first time.

Once a confirmation letter is received please forward it on to the school.

Thank you.