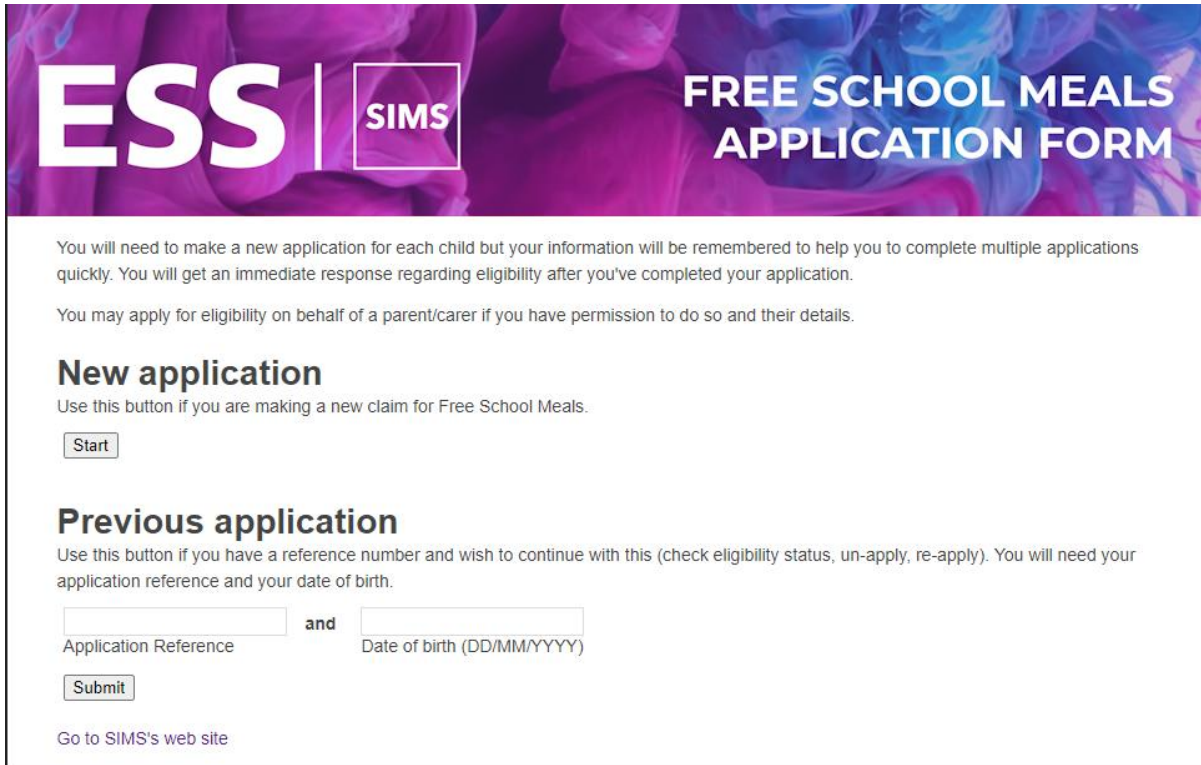


MAKING AN APPLICATION FOR FREE SCHOOL MEALS – USER GUIDE

GETTING STARTED

Type the following address into your web browser or click the link below to make an application for Free School Meals: <https://www.cloudforedu.org.uk/ofsm/sims>



The screenshot shows the top of the application form with a purple and blue abstract background. The text 'ESS | SIMS' is on the left, and 'FREE SCHOOL MEALS APPLICATION FORM' is on the right. Below this, there are two sections: 'New application' and 'Previous application'. The 'New application' section has a 'Start' button. The 'Previous application' section has two input fields for 'Application Reference' and 'Date of birth (DD/MM/YYYY)', with an 'and' between them, and a 'Submit' button. At the bottom, there is a link 'Go to SIMS's web site'.

You will need to make a new application for each child but your information will be remembered to help you to complete multiple applications quickly. You will get an immediate response regarding eligibility after you've completed your application.

You may apply for eligibility on behalf of a parent/carer if you have permission to do so and their details.

New application

Use this button if you are making a new claim for Free School Meals.

Previous application

Use this button if you have a reference number and wish to continue with this (check eligibility status, un-apply, re-apply). You will need your application reference and your date of birth.

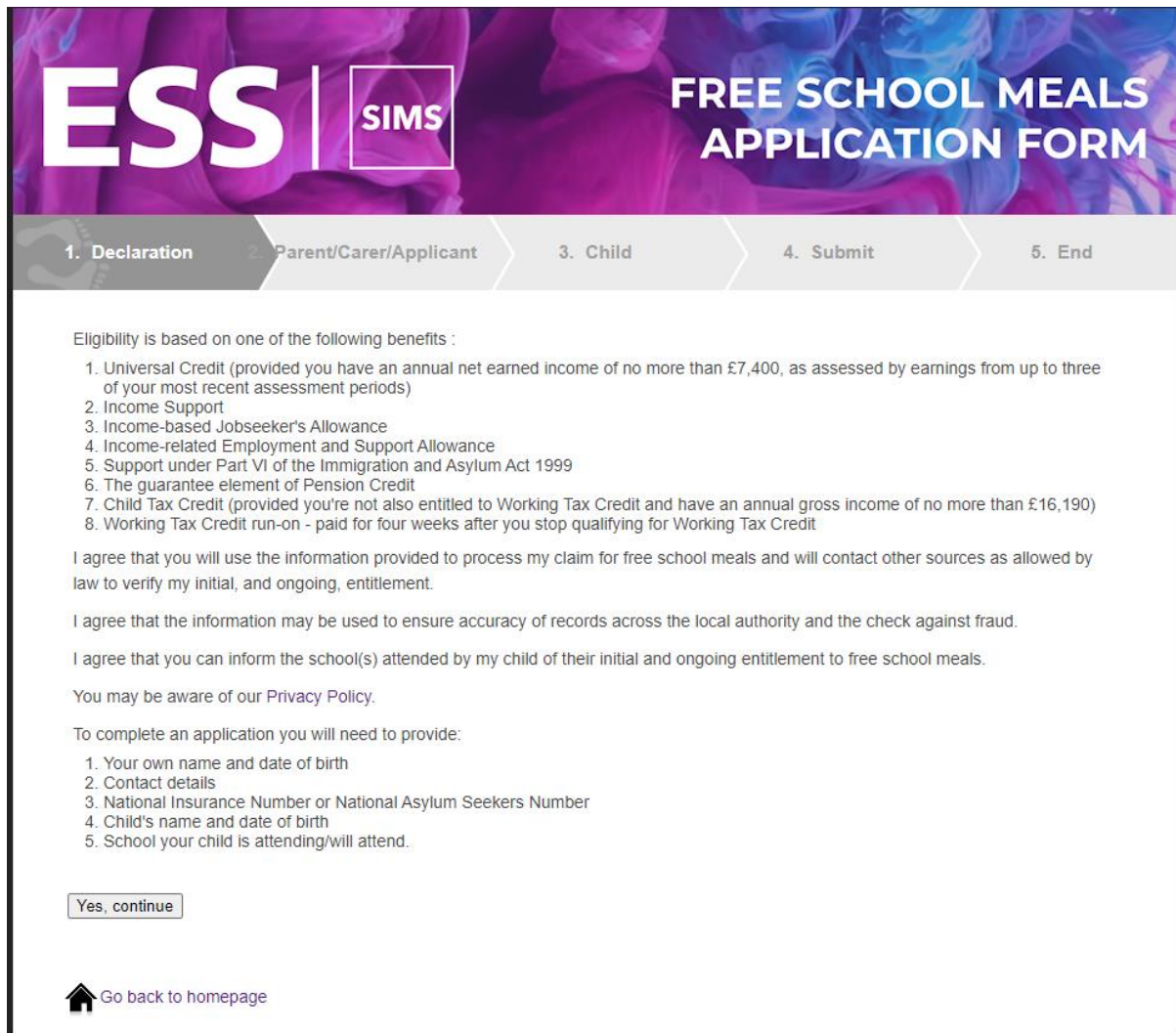
and

Application Reference Date of birth (DD/MM/YYYY)

[Go to SIMS's web site](#)

- To make a new application, click the start button. You will need to complete a new application for each child you wish to apply for but the system does remember your information to help with making multiple applications quickly.
- To continue with a previously saved application, you will need the 6 character reference number (generated by the system) previously and the applicant's date of birth as entered on that application.

DECLARATION



ESS | SIMS FREE SCHOOL MEALS APPLICATION FORM

1. Declaration 2. Parent/Carer/Applicant 3. Child 4. Submit 5. End

Eligibility is based on one of the following benefits :

1. Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
2. Income Support
3. Income-based Jobseeker's Allowance
4. Income-related Employment and Support Allowance
5. Support under Part VI of the Immigration and Asylum Act 1999
6. The guarantee element of Pension Credit
7. Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
8. Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

I agree that you will use the information provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.


I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I agree that you can inform the school(s) attended by my child of their initial and ongoing entitlement to free school meals.

You may be aware of our [Privacy Policy](#).

To complete an application you will need to provide:

1. Your own name and date of birth
2. Contact details
3. National Insurance Number or National Asylum Seekers Number
4. Child's name and date of birth
5. School your child is attending/will attend.

 [Go back to homepage](#)

- The legal declaration page contains details of the information that is required for the completion of the application, together with information about the process, security and access of the claim. You will need to click the 'Yes, continue' button to proceed with an application.
- Please note, if you do not confirm agreement then it will not be possible to proceed with an application.

COMPLETING THE APPLICATION – YOUR DETAILS

1. Declaration
2. Parent/Carer/Applicant
3. Child
4. Submit
5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Name *

If you are making this application on behalf of a parent/carers, you must enter their details, not your own.

Title Firstname Lastname

Identification Number *

OR

National Insurance Number National Asylum Support Service reference number

Personal information *

If you have legal parental responsibility for the child but your relationship isn't listed, please select 'Legal Parental Responsibility'.

Date of birth (DD/MM/YYYY) Relationship to the child

Contact information

Email Telephone (Landline) Telephone (Mobile)

Yes, I would like email to be my primary communication channel for free school meal entitlement

Why use electronic communication ?

Address information *

Enter a postcode

Addresses

Manual Address Data

Flat Number/Name **

House Number/Name **

Street Name *

Locality

Town/City *

Postcode

** One at least of Flat or House Number/Name is required.
* Required.

- Fill in this page with details as required. Some information can be entered via a drop-down list. When you have completed this page, you can either save and continue with the application or save it and resume later. If you choose the save and resume option, a 6 figure reference number will be generated so that you can resume your application at a later date.
- Please make sure the information you enter is accurate to avoid any delay in processing your application.

COMPLETING THE APPLICATION – CHILD’S DETAILS

1. Declaration 2. Parent/Carer/Applicant **3. Child** 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Child's name *

Firstname Lastname

Child's details *

Date of birth (DD/MM/YYYY) Gender

School *

Sort by: Name Distance to postcode SE20 8QF

IMPORTANT: You are giving permission for the above school to access the data you submit via this form.

Statement *

I confirm that I have parental responsibility for the child.

OR

I confirm that I have completed this application on behalf of the parent/carers with his/her full knowledge or have the legal status to do so. I confirm that the parent/carers for whom I have given details has parental responsibility for the child.

- Fill in this section with the child’s information. Please make sure you provide your child’s full, legal name rather than nicknames or preferred names.
- The school can be selected from a drop-down list.
- Again you have the option to save and continue with the application or save and resume later.

SUBMITTING YOUR APPLICATION

1. Declaration
2. Parent/Carer/Applicant
3. Child
4. Submit
5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Please carefully check all the details below before submitting - after you have submitted your application you will not be able to make any immediate changes. To make any changes after submission you will need to contact the school or local authority. If you need to change any details before submission use the BACK button at the bottom of this page.

Parent/Carer/Applicant	
Date of Birth	
National Insurance Number	
Email	
Telephone	
Address	
Child in benefit	
Date of birth	
Age next 31 August	
Gender	
Parent/Carer/Applicant's relationship	
School	The Archbishop Lanfranc Academy

Statement *

confirm that the information I have given is, to the best of my knowledge, correct and accurate.

After you click the 'Submit' button your application will be saved and we will check your eligibility. This process may take a few seconds.

The data you provide may be transferred between schools in the Local Authority when your child moves from one school to another. If you do not wish this to take place please inform your child's current school.

SUBMIT
Save and resume later
Back

- The submit applicant page provides an overview of the data you have entered on the application. If you are happy the information shown is correct, you can submit your application. You also have the option again to save and resume you application later. If any of the information shown on the summary is not correct, use the back button to go back to the details and correct them.
- Once your application has been submitted, there will be two possible outcomes:
 - **Found** – The Eligibility Checking Service (ECS) has confirmed the eligibility to Free School Meals. You should make a note of the applicant reference, the school will automatically notified of the outcome.
 - **Not Found** – The ECS has not confirmed the the eligibility to free school meals. You should make a note of the application reference and, if you wish to dispute the outcome, you should contact Claire McCabe at cmccabe@lanfranc.org.uk