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10 January, 2017

Dear Parents & Carers,

Annual Request for Information

You may be aware that the government is currently allocating *additional* funding to schools in the form of The Pupil Premium. There are various circumstances that can attract Pupil Premium funding:

- Children eligible for Free School Meals (FSM)
- Children who have claimed FSM in the past 6 years
- Children of current Regular Armed Services Personnel
- Children designated as 'Looked After'*

**Looked After Children are children in the care of the Council, through a Care Order made by a court or voluntary agreement with their parent(s) to accommodate them. They may be looked after in a children's home, by foster carers, or other family members. All unaccompanied asylum seeking children are also Looked After Children.*

The rationale behind the Pupil Premium funding is that, historically, these groups of children have under-performed throughout their school careers, and across the country. That is not to say that any individual will *inevitably* under-perform but the statistics, e.g. for those achieving 5+ A*-C GCSEs or accessing higher education, are less strong than for other children. The government has therefore decided to target money, through schools, to see what can be done. This has given schools the opportunity to use the money in whatever way they think is most appropriate for their students. We are committed, at The King's School, to doing all we can to make sure that *all* children make outstanding progress and thrive at School. To help us meet this aspiration, it would be very helpful if we could be certain that the School was receiving all of the funding it was due in its support of such children.

Using the example of free school meals (FSM), in common with most schools, it is likely that a number of parents/carers whose children attend The King's School fail to claim FSM, even though they are entitled to them. Below is a table, which indicates the amount of **additional** funding we would have received in 2016-2017, for each pupil who fell into one of the following categories:

Entitlement	Known As	Additional Government Funding to Schools
Pupils in Year 3-6 in receipt of Free School Meals (last six years)	Ever 6 FSM	£1320 p.a.

A Publicly Funded Independent Academy

The King's (The Cathedral) School, Peterborough is a company limited by guarantee registered in England and Wales No 7464058.
Registered Office: The King's School, Park Road, Peterborough PE1 2UE

Pupils in Years 7-11 in receipt of Free School Meals (last six years)	Ever 6 FSM	£935 p.a.
Looked-after children defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority	LAC	£1900 p.a.
Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order	CNLA	£1900 p.a.
Pupils in Years 3-11 recorded as Ever 5 Service Child or in receipt of a child pension from the Ministry of Defence	Services Children	£300 p.a.

I am writing to all parents to encourage them, if they believe they may be entitled to claim FSM for their children and do not already do so, to make a claim. Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their **own** right (i.e. they get benefits payments directly, instead of through a parent or guardian) are also entitled to free school meals. If you think you may qualify, please do complete and return the attached application form, marked for the attention of The Registrar to, The King's (The Cathedral) School, Peterborough, Cambridgeshire, PE1 2UE, providing your national insurance number and we can check your eligibility for you. If you require further advice and clarification, do contact Mrs Shortland, at shortland.r@kings.peterborough.sch.uk and she will be able to assist you. The process is completely confidential and our cashless catering system handles the payment for school meals **without** anyone being aware of who is in receipt of FSM funding and who is not.

Yours faithfully,



Mr D Ayling
Headteacher

APPLICATION FOR FREE SCHOOL MEALS

Who is entitled to FSM?

A pupil whose parent/guardian receives one or more of the following benefits is entitled to a free school meal:

- Income Support (IS)
- Income Based Job Seekers Allowance (JSA(IB))
- Employment and Support Allowance (Income Related) (ESA (IR))
- Child Tax Credit **but not Working Tax Credit** and having an annual household income of less than £16,190.
- Guarantee Credit element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act 1999

Children who receive IS or IBJSA in their own right are also entitled to free school meals

THIS APPLICATION MUST BE COMPLETED BY THE PERSON IN RECEIPT OF THE BENEFITS

PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND BLACK INK

Parent / Guardian Details

Mr/Mrs/Miss/Ms		Family Name	
First Names			
Home Address			
Postcode		Telephone No	
Date of Birth		Male / Female	

National Insurance Number

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Or

NASS Reference Number

(The NASS reference taken from the Home Office letter is e.g. 06/06/01234/001 should be entered as 060601234)

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Relationship to the Child/Children Mother Father Carer

Pupils Name

	Surname	First Name
Pupil 1		
Pupil 2		
Pupil 3		
Pupil 4		
Pupil 5		

The information you have provided in this form will be used to check the FSM eligibility against a national database.

I agree that you will use the information I have 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.

Signature of Claimant Date

For School Office use only			
Awarded From	End Date	Review Date	Class
Evidence of NI number		Evidence of NASS Ref number	