

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane  
Lowton  
Warrington  
WA3 2PW

☎ 01942 201140

web [www.saintlukes.wigan.sch.uk](http://www.saintlukes.wigan.sch.uk)

Headteacher: Mr S Hardaker e-mail [enquiries@admin.saintlukes.wigan.sch.uk](mailto:enquiries@admin.saintlukes.wigan.sch.uk)

18 September 2023

Dear Parents and Carers,

We subscribe to the Local Authority Pupil Premium and Free School Meal Checking Service. This means that, with your permission, your eligibility to receive free school meals and the school's eligibility to claim Pupil Premium can be checked regularly. Free School Meal eligibility is different to the Universal Free School Meals that our Key Stage 1 children receive and we strongly urge Key Stage 1 and Key Stage 2 parents and carers who meet the eligibility criteria to apply.

Pupil Premium attracts additional funding for St Luke's and enables us to implement a number of support packages to enhance the education of our children, as well as provide free snack and milk to the children who are eligible.

More information on Pupil Premium can be found by following this link  
<https://www.wigan.gov.uk/Resident/Benefit-Grants/Free-school-meals.aspx>

This year the DfE will collect the data for our 2024/2025 Pupil Premium Grant on Thursday 5 October 2023 therefore, if you would like your eligibility checking on a regular and ongoing basis, please complete and return the attached form to the school office as soon as possible.

All applications will be dealt with in the strictest confidence.

Thank you for your support of St Luke's.

Yours sincerely,

*S Hardaker*

Mr S Hardaker  
Headteacher

## Eligibility Criteria

You will be entitled to apply for free school meals and/or pupil premium for your child if you or your partner receive one or more of the following benefits:

- Universal Credit (see [information on new eligibility criteria](#) below)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- The guaranteed part of State Pension Credit
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (providing you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by the Inland Revenue)
- Working Tax Credit run-on (paid 4 weeks after you stop qualifying for Working Tax Credit)

From 1st April 2018, the Department for Education made amendments to the eligibility criteria for free school meals to reflect the roll out of Universal Credit full service.

From this date onwards your child will only be eligible for free schools meals under Universal Credit if you and your partner have net earned income of less than £7,400 per year (assessed from up to three of your most recent assessment periods).

The Universal Credit rollout is currently expected to be completed by March 2025.

However in the meantime, transitional protections will be implemented for those children who might otherwise lose free school meals following the update to the eligibility criteria.

## The transitional protections will be awarded as follows:

- Any child who is in receipt of free school meals BEFORE 1 April 2018, will continue to receive free school meals whilst Universal Credit is rolled out (until March 2025) regardless of any changes in you or your partners income
- Any child who gains eligibility for free school meals AFTER 1 April 2018 will continue to receive free school meals whilst Universal Credit is rolled out (until March 2025) regardless of any changes in you or your partners income

Once Universal Credit is fully rolled out any existing children who no longer meet the eligibility criteria at that point will continue to receive free school meals until the end of their current phase of education, ie primary or secondary.

## Application for Free School Meal Eligibility and Pupil Premium

This form will allow the Local Authority to check and then subsequently advise your child's school if they are eligible to receive a free school meal. This is so that the school can claim for the pupil premium funding.

**Important:** If you do not wish to claim a free school meal we will still share the eligibility status with your school to enable them to claim the pupil premium funding. This may be the case for children in Reception, Year 1 and Year 2 who are entitled to universal free school meals.

Please complete the details below in full and return to your child's school.

### Part 1

<b>Parent 1</b>									
National Insurance Number									
National Asylum Support Service Number									
Surname (block capitals)									
Forename (block capitals)									
Date of Birth (DD/MM/YYYY)									
<b>Parent 2 (if applicable)</b>									
National Insurance Number									
National Asylum Support Service Number									
Surname (block capitals)									
Forename (block capitals)									
Date of Birth (DD/MM/YYYY)									

If you are entitled, do you wish to claim a free school meal for your child(ren)?

Yes / No

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

### How we will use your data

- The Local Authority will use the information above to carry out a check that will be used to determine whether your children are currently eligible for Free School Meals/Pupil Premium
- Please note that this check does not affect any benefits you may be receiving and does not inform the school or the Local Authority of any details of these benefits
- The information will be stored securely and will only be accessed by those responsible for undertaking this check
- The information will be retained until the children listed have left education in Wigan LA with the purpose of carrying out both an initial check and subsequent re-checks during this time
- If your circumstances or details change it is important that you notify the school immediately as a re-check will be necessary and if this results in your child no longer being eligible for a free school meal, you will be informed by the school
- If your circumstances or details change and you feel your child may now be eligible for free school meals again, please reapply using this form
- If you wish to find out more on what the Local Authority does with your data please refer to our Privacy Notice on our website at: [www.wigan.gov.uk](http://www.wigan.gov.uk)

**Part 2**

**Child(ren)'s details** (please use block capitals)

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

Forename		Surname	
Date of Birth			
UPN (the school will complete this)			

**Part 3** (to be completed by the school)

School Name	
School DfE Number (if known)	

