

**APPLICATION FOR FREE SCHOOL MEALS &  
SCHOOL ESSENTIALS GRANT 2023/2024**  
Formerly known as Pupil Development Grant (PDG)



To be completed by the parent/legal guardian of the child/children for whom Free School Meals are being claimed.

**A – Parent / Carer details - ALL Fields MUST be Completed**

Surname of Parent/ Carer..... Forename..... Title.....  
 Address..... Post Code.....  
 Telephone Number.....Email address .....

Date of Birth of Parent / Carer .....

National Insurance No of Parent / Carer..... or NASS No.....

**B – Give Details of each child in full-time attendance at school**

	Child 1	Child 2	Child 3	Child 4
Full Name:				
Date of Birth:				
Relationship to the child:				
Is the child living with you:				
Name of School: (In September 2023)				
School Year: (In September 2023)				
<b>*Do you have No Recourse to Public Funds based upon your Immigration status?</b>				

**\*If so, you will need to provide a copy of the front and back of your Biometric Residence Permit (BRP)**

<b>**Is the child a Looked After Child?</b> If yes, please state Corporate Parent (i.e. Local Authority)				
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**\*\*A looked after child refers to a child who is looked after by a Local Authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989 at the time the application is submitted. Please note that if an allowance is received for the child, free school meals cannot be claimed.**

**DECLARATION**

I certify that the information given on this form is correct. **I will notify the Local Authority immediately of any change in my circumstances.** I also give consent to any investigations being made in relation to the information given. I agree to refund to the Local Authority, on demand, any payment due for any payment received outside of entitlement, however, arising.

**Signature:**..... **Date:**.....

**PAYMENT NEEDS TO BE MADE BY BACS DIRECTLY INTO A BANK ACCOUNT. PLEASE PROVIDE BANK DETAILS BELOW IN ORDER FOR THIS PAYMENT TO BE MADE.**

Please note that we are unable to accept Post Office accounts

**PLEASE ENTER YOUR BANK DETAILS BELOW:**

Is this your account            YES / NO

If no please state relationship to account holder

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**Name of Bank/Building Society**

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**Bank/Building Society Account Number**

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**Name(s) of Account Holder(s)**

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**Branch Sort Code**

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I Authorise Newport City Council to make all payments to me via the BACS system

<b>Signature of Account Holder</b>	<b>Date</b>
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**Please return this form:**

By post to Newport City Council, PO Box 60, Newport, NP20 4XN or  
Email: [freeschoolmeals@newport.gov.uk](mailto:freeschoolmeals@newport.gov.uk)

Alternatively, you can apply online at [www.newport.gov.uk/freeschoolmeals](http://www.newport.gov.uk/freeschoolmeals)

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**

## **2023/2024 Free School Meal & Pupil Development (PDG) Application for Newport Schools Important Information for Parents / Carers**

### **Universal Primary Free School Meals**

The Welsh Government are working with Local Authorities in Wales to deliver Universal Primary Free School Meals to all primary aged pupils by 2024 on a rollout basis.

**In Newport, we are able offer ALL primary aged pupils a Free School Meal from September 2023.**

Families of children attending Primary School in September 2023 **do not need to apply** for the school meal offer as they will be automatically able to claim this at their school. However, families on low incomes may be eligible to claim the School Essentials grant (formerly known as Pupil Development Grant or PDG), please see below.

### **Free School Meals for Low Income Families**

If you are on a low income and your child/children are **not** already receiving Free School Meals, you will need to make an application. You can only claim the School Essentials Grant if your child/children are in receipt of Free School Meals. This is subject to eligibility.

You **MUST** complete all sections on the application form and sign the declaration. Incomplete forms will result in a delay of any Free School Meals or School Essentials Grant payment whilst we contact you to gain the missing information.

**ELIGIBILITY** – Pupils will be eligible for a Free School Meal and a School Essentials Grant if parents/carers are in receipt of one of the following benefits:

- Income Support or Income Based Jobseekers Allowance
- Income Related Employment Support Allowance
- Child Tax Credit (the annual income must be less than £16,190 for the household)  
**NOTE: if you are in receipt of Working Tax Credit, you will NOT be eligible to receive Free School Meals nor a School Essentials Grant**
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit, provided the household has an annualised net earned income of no more than £7400.

When you make your claim for Free School Meals, your Local Authority will check your eligibility using the eligibility checking system. This process works by looking at a claimant's earnings for up to three of the most recent assessment periods, starting with the most recent and working back. If we need further information, we will contact you.

### **Renewal claims**

If your children are currently entitled to Free School Meals and attending a Newport School, your Free School Meals award will continue into the next academic year and we will be able to check your on-going eligibility for the School Essentials Grant without the need for you to complete a new form (unless we contact you under separate cover).

## **Transitional Protection**

Due to changes made by Welsh Government, Transitional Protection ended on 31.12.2023.

Any new Free School Meals awards made from 01.01.24 will no longer be subject to Transitional Protection. If your circumstances change, entitlement to Free School Meals may end if you no longer meet the eligibility criteria.

Pupils already in receipt of Free School Meals prior to 01.01.2024 will have their eligibility protected until the child comes to the end of their current phase of education i.e. primary/secondary school.

## **School Essentials Grant 2023/2024**

### **The grant for the academic year from September 2023 opened from 01<sup>st</sup> July 2023**

Pupils who are eligible to a Free School Meal based on the eligibility criteria above may also be entitled to a School Essentials Grant if they are entering reception class in primary school, years 1,2,3,4,5,6,7,8,9,10 or 11 or if they are in a special school, special needs resource unit or pupil referral unit and are aged 4,5,6,7,8,9,10,11,12,13,14 or 15.

The funding is also available to all looked after children of compulsory school age.

Pupils with no recourse to public funds entering Reception, Years 1,2,3,4,5,6,7,8,9,10 and 11 in the 2023/2024 school year can also be considered for this funding.

The School Essentials Grant is to provide assistance to families on low incomes for the purchase of:

- School uniform including coats and shoes;
- School sports kit including footwear;
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance;
- Equipment e.g. school bags and stationary;
- Specialist equipment where new curriculum activities begin such as design and technology;
- Laptops or tablets; and

Equipment for out of school hours trips such as outdoor learning e.g. waterproofs.

**Please contact your school to find out if equipment is available before purchasing any!**

A payment of £125 per pupil will be made for all qualifying school years with the exception of pupils entering Year 7 who will each receive a payment of £200.

Please provide your bank details on your application in order for this payment to be made. Payment has to be paid into a bank account. We are unable to make payments into a Post Office account. Failure to provide this information could result in a delay in issuing this payment to you.

**Applications for the School Essentials Grant can only be considered for pupils attending schools within the Newport Local Authority and only one grant payment can be claimed in any one academic year.**

### **PLEASE NOTE THE FOLLOWING:**

**CHANGES IN YOUR CIRCUMSTANCES** - It is **your responsibility** to notify the Housing Benefits Team of any changes to financial/family circumstances. Failure to notify the Housing Benefits Team could result in you being charged the full cost of any school meals taken by your Children from the date your circumstances changed. You may also have to pay back any School Essentials Grant payment that you received but were not entitled to due to your failure to disclose important information.

If your children move to a different Newport school during the school year, please contact the Housing Benefits Team so that we can amend your award and inform the new school of their entitlement.

You cannot make a claim for children who are accessing a part-time nursery place.

### **DECIDED NOT TO APPLY?**

The Welsh Government gives an extra grant for every child that is entitled to and claims free school meals (based upon the eligibility criteria for lower income families). It can be an extra bonus for your child's school so we would urge you to make a claim.

School meals offer a healthy option with significant nutritional benefits and recent evidence suggests that having a healthy meal at lunchtime can assist in improving a child's performance and concentration during the day.

For any queries regarding Free School Meals or the School Essentials Grant, contact:

- telephone number (01633) 987755 or
- email: [freeschoolmeals@newport.gov.uk](mailto:freeschoolmeals@newport.gov.uk)

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