



Children and Young People's Services
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Headteachers, Wardens &
Principals of all Cambridgeshire
schools

Dear Headteachers

Subject	Application form for Pupil Premium funding/ Free School Meals
Summary	Identifying eligibility of Pupil Premium
Action	Please distribute the attached form to all parents
Audience	Headteachers, Chairs of Governors and Office Staff

Last year, the families of 20% of children in Cambridgeshire who were eligible to claim a Free School Meal (FSM) did not do so, meaning that as well as the child missing out on the meal, the school missed out the Pupil Premium. We want take up to be as close to 100% as possible. Also, as I am sure that you will be aware, from September 2014, all pupils in Foundation Stage and Key Stage 1 in state funded schools will be entitled to receive a school lunch, through the introduction of the government's Universal Infants Free School Meals (UIFSM) policy.

As a result of these changes we have devised a new form for parents/carers to complete to allow them to claim either the Pupil Premium for those who have children in Foundation and Key Stage 1 and a free school meal and the pupil premium for those who have children in Year 3 and above. The Education Welfare Benefits Service will continue to administer these forms and check for free school meal eligibility using the Department for Education (DfE) Eligibility Checking Service. We are not told who is eligible to apply, hence our request that this form goes to all families.

We know that some families may find the form itself a barrier, so we have suggested that they talk to you, or us. I know that many of you already have your own processes with working families.

Similar forms have been used by other Local Authorities that have implemented UIFSM. The UIFSM toolkit, which was produced by the DfE in conjunction with the School Food Plan, has been designed to support schools, local authorities and caterers and can be found at: www.schoolfoodplan.com/toolkit/.

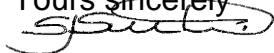
Further information about this can be found in the UIFSM departmental advice document, which can be found at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/287804/UIFSM_DEPARTMENTAL_ADVICE.pdf.

Support on the implementation of the policy is being offered by the UIFSM support service, which can be contacted on 0800 680 0080 or at: info@childrensfoodtrust.org.uk.

If you have any queries or concerns please do not hesitate to contact officers within the Education Welfare Benefits Service on 01223 703200.

Yours sincerely



Sam Surtees
Manager Education, Transport and Education Welfare Benefit Service