



**Updated Advice regarding Pupil Premium funding and Free School Meal applications from September 2014:**

**Key Stage One**

**To help support schools to determine if pupils are entitled to Pupil Premium Funding:**

In April, all **reception starters** for September 2014 were sent a pupil premium funding application form with their offer letters. All forms returned will be checked on the DFE eligibility hub and schools will be notified at the start of the Autumn term:

- a. If it appears they are able to claim pupil premium funding for any of their reception starters
- b. Whether or not the parent/carer has chosen to return the pupil premium funding form

**The local authority will not ask for further evidence from the applicant if a “not eligible” initial response is returned from the DFE hub.**

**Year One and Year Two pupils:** from September 2014 Key Stage One pupils can fill out the Pupil Premium Funding form if they are not already “entitled” and you think you may be able to claim funding for them. Forms can still be returned to the local authority as usual **but we will not be asking for further proof if the reply from the hub checker is “not eligible” after the initial online check.**

**Year 3 pupils and above**

Parents/carers will need to fill out a registration for free school meals application form and you will receive notification as usual and we will ask parents/carers for further proof of benefits if required to assess eligibility for free school meals.

**Out of area pupils**

Any notifications received from other authorities regarding entitlement to free school meals for out of area pupils should be scanned or emailed to [jgreen@warrington.gov.uk](mailto:jgreen@warrington.gov.uk) or faxed to 443140.

**Current Year 6 pupils** already in receipt of free school meals do not need to fill in a form for high school – their entitlement will automatically transfer across.

## **Updates**

Any changes to free school meal entitlement “New Claims” or “Claims Ended” are sent out weekly.

A “Pupils currently entitled to free school meals” list is sent out on either the last Thursday of the month or the first Monday after a review.

## **Review:**

When a review is taking place you will receive letters in the school bag to send out to pupils and a list of pupils who are under review. There will be a two week period for the parent/carer to provide proof or updated details for us to check and confirm that the free school meals may or may not continue.

On the last day of the review you will receive a list showing “warning claims to end” and in the next school bag an up to date list of pupils currently entitled to free school meals.

This list should be checked against who you are currently issuing a free school meal to and ring the number below if there is any discrepancy to ensure that all records are current and correct.

If you require any further information please ring Jen Green on 01925 443170 or email [jgreen@warrington.gov.uk](mailto:jgreen@warrington.gov.uk)

Fax number is 01925 443140