



12th June 2026

Update on Free School Meals Eligibility Checking

Dear Families,

Following our successful roll-out of the new Free School Meals (FSM) eligibility checking service via our school's website, I write with an important update.

The Department for Education has announced new arrangements around this and, as a result, it is now necessary for these checks to be undertaken on an annual basis. We need to complete this check even if your child is currently receiving FSM to ensure continuation of entitlement next academic year.

We can, however, run these checks for you in school. By providing us with the following information we can access the DfE site on your behalf:

- Parent first name
- Parent last name
- Parent national insurance number
- Parent asylum support reference number
- Parent date of birth
- Child first name
- Child last name
- Child date of birth.

You need only provide this data once. We will hold it in school to perform the eligibility checks and delete once your child (or children) leave school.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We want to make sure that we are providing your child with the best education and support we can. If your family is eligible, our school will receive additional funding through the Pupil Premium grant, which directly supports teaching, resources, and wider opportunities for pupils. And even if your child prefers to bring a packed lunch into school each day, we would be grateful if you would complete an application – this additional funding will be paid whether or not your child takes a meal.

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Please complete the Microsoft form in the link below.

[Free School Meal Eligibility Checking – Fill in form](#)

If you need support with this process, please contact the school office and we will be happy to assist.

Thank you for your continued support.

Yours sincerely,

Mrs D Jamieson

Operations Manager