



# Guru Nanak Multi Academy Trust Ltd

Incorporating:

Nanaksar Primary School &  
Guru Nanak Sikh Academy

Founder – Sant Baba Amar Singh Ji

## Free Schools Meal Eligibility Tracker Guide

Guru Nanak Sikh Academy Ltd has enabled an online service called the “Free Schools Meals Eligibility Tracker” which is provided by London Grid for Learning (LGFL) on behalf of the Department for Education (DfE). This service enables you to check if you are eligible for Free Schools Meals and is the recommended method that we ask all parents/carers to follow.

Children who receive any benefits in their own right (i.e. they receive benefits payments directly, instead of through a parent/carer) can also get Free School Meals. Children under the compulsory school age, who are in full time education, may also be able to get Free School Meals.

### **AM I ENTITLED TO FREE SCHOOL MEALS?**

Free School Meals (FSM) is available to students/pupils in receipt of, or whose parent/carer are in receipt of, one or more of the following benefits:

- **Universal Credit** (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- **Income Support**
- **Income - based Jobseeker’s Allowance**
- **Income - related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guarantee element of Pension Credit**
- **Child Tax Credit** (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- **Working Tax Credit run-on** – paid for four weeks after you stop qualifying for Working Tax Credit

In addition, the following students/pupils will be protected against losing their Free School Meals as follows:

From 1 April 2018, all existing Free School Meals claimants will continue to receive Free School Meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.

In addition, any child gaining eligibility for Free School Meals after 1 April 2018 will be protected against losing Free School Meals during the Universal Credit rollout period.

Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive Free School Meals until the end of their current phase of education (Primary or Secondary). The Universal Credit rollout is currently expected to complete in March 2022.

A student/pupil is only eligible to receive a Free School Meal when a claim for the meal has been made on their behalf and their eligibility has been verified by the school where they are enrolled or by the Local Authority.

This information was correct as at 3<sup>rd</sup> April 2018.

## [HOW DO I KNOW IF MY CHILD'S FREE SCHOOL MEAL IS PROTECTED?](#)

**From 1 April 2018, the Department for Education has made changes to the Universal Credit Thresholds. Any child eligible for Free School Meals before this date will be protected until 31 March 2022.**

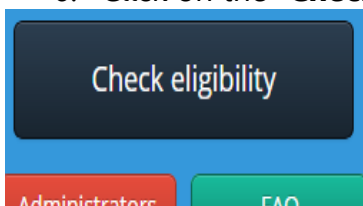
The data from the DWP does not reflect the fact that a child is protected, so the eligibility checker will return a 'Not Eligible' result for these children. This is determined by the date the child was in receipt of the Free School Meal. Parents may be asked to provide proof of their benefit start date by their child's school.

**The following guide will show you how to access the system in a simple step by step process.**

1. Go to the main Guru Nanak Sikh Academy Ltd website:-  
(<http://www.gurunanaksikhacademy.co.uk/>)
2. Click on either **"Secondary Phase"** or **"Primary Phase"**
3. Now click on **"Parents"** from the top menu
4. From the left hand menu, click on the **"Free School Meal Checker"** option
5. This will now display the instructions page - click anywhere on the image to open the live service.



6. Click on the **"Check eligibility"** button



7. As you will not have an account, click on the "Continue" button

If you do not have an account


If you don't have an account or don't know the details just click the button below to proceed with the eligibility check.

If it turns out that you do already have an account, the username and password will be retrieved for you after you enter your details.

[Continue](#)

8. Now select your Local Authority as "Hillingdon" and School as "Guru Nanak Sikh Academy"

9. And then click on "Next"

 **Free School Meals Eligibility Checker**


Please use the drop-down lists below to select the school which your child attends (or is attending)


Local Authority:


School:


[Next](#)


10. Now fill in all your details in the fields as specified and click on "Submit"


First name\*:  


Last name\*:  


Date of birth\*:    

Insurance number\* (or Job Seeker Service number):  


Email address\*:  

Mobile number\*:  

Home telephone:  

Postcode\*:  

[Get addresses](#)

House number\*:  

[Submit](#)

11. Your application will be processed and confirmation will be sent to your email address after all necessary checks have been verified.

**If you have any queries about the process or require assistance to apply, please contact the school office or complete the attached 'Free School Meals Eligibility Request Form'.**