**Pupil Premium Declaration Form**

Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can. In certain circumstances, children may be eligible for additional pupil premium funding from the government. This applies where they are, or have recently been, eligible for free school meals, are or have been service children, or have formerly been in local authority care. If your child falls into one of these categories, it would be helpful if you could advise us by completing one of the three sections below and signing the declaration at the end.

Section 1 If you think your child may be eligible for free school meals

Children are eligible if the parents receive (or received on 31 March 2018 or at any time since):

* Universal Credit with an annual net earned income of no more than £7,400.
* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment and Support Allowance
* Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
* Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Children are also eligible if their parents currently receive:

* Support under Part 6 of the Immigration and Asylum Act 1999
* The guarantee element of Pension Credit

To check if your child is eligible, we need information about you and your child.

**ABOUT YOUR CHILD/CHILDREN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child’s Last Name | Child’s First Name | Child’s Date of Birth | | | Name of School |
|  |  | D D | M M | Y Y Y Y |  |
|  |  | D D | M M | Y Y Y Y |  |
|  |  | D D | M M | Y Y Y Y |  |

**PARENT/GUARDIAN DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Parent/Guardian 1 | | | | | | | | | | | | | | | | | | | | Parent/Guardian 2 | | | | | | | | | | | | | | | | | | | | |
| Last name |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| First Name |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Date of Birth | D D | | | | | | M M | | | | | | Y Y Y Y | | | | | | | | D D | | | | | | M M | | | | | | | Y Y Y Y | | | | | | | |
| National Insurance Number\* |  | |  | |  | | |  | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | | |  | | |  | |  | |  | |
| National Asylum Support Service (NASS) Number\* |  |  | | **/** | |  | | |  | | **/** |  | |  | |  | |  | |  |  |  | | **/** | |  | | |  | | **/** |  | | |  | |  | |  | |  |
| Daytime Telephone Number |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Mobile Number |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Address | Postcode: | | | | | | | | | | | | | | | | | | | | Postcode: | | | | | | | | | | | | | | | | | | | | |

**FAMILY INCOME AND BENEFIT DETAILS**

If you receive any of the benefits listed below, please place an X in this box.

* Income Support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance
* Support from NASS under part 6 of the Immigration and Asylum Act 1999
* the guarantee element of Pension Credit
* Child Tax Credit (with no Working Tax Credit)
* Working Tax Credit run-on
* Universal Credit.

**Universal Credit**

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

**Child Tax Credit**

If you are in receipt of **Child Tax Credit,** is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

Section 2 If you think your child qualifies for the service pupil premium

A ‘service child’ has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

• in regular HM Forces military units

• full commitment as part of the full-time reserve service

• in the armed forces of another nation and stationed in England

• exercising parental care and responsibility

(Note: members of the reserve forces are excluded unless they are currently serving full time)

Please indicate name of child below if you think child qualifies as a service child.

|  |
| --- |
|  |
|  |

Section 3 If your child was previously in local authority care

If your child qualifies please provide name and indicate status below by marking X in appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Adopted | Special guardianship | Residence order | Child arrangement |
|  |  |  |  |  |

**Section 4 DECLARATION (if you have completed any of sections 1, 2 and 3)**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only by the school and the local authority for the purposes of checking whether my child is eligible for pupil premium funding. I also agree to notify the local authority in writing of any change in my family’s financial circumstances as set out in this form.

Signature of parent/guardian: ………………………………………………………….

Date:……………………….

**Thank you for completing this form and helping to make sure your child’s school is as well funded as possible.**

**How the information in this form will be used**

The information you provide in section 1 of this form will be used by the council to report receipt of one of the listed welfare benefits. Once this is reported, this helps to decide how much money your child’s school will receive each year. You only need to complete this form once and it will last for the duration of your child’s time at their current school unless there is a change. You should contact the school if you have a change in financial circumstances. The information in sections 2 and 3 will be used only to confirm eligibility for the relevant category of pupil premium.

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 will use the information you provide to assess entitlement to the pupil premium. We do not share this information for any other purposes.