*[Please send this letter along with any evidence that you are including to your school. For more information on what evidence to provide see* [here](https://docs.google.com/document/d/1BNeAunSse-mVM08xzdWN2sgMpNXskPQe/edit?usp=sharing&ouid=115758588837327411684&rtpof=true&sd=true)*. The school/local authority does not need to receive physical paper documents if these cannot be provided. Photographs and/or scans of this letter and your supporting evidence can be sent via email. If you are posting this letter, please only send copies of your evidence and do not send any original documentation.]*

**Date:**

**Re: Free school meals request from a newly eligible family**

Dear Headteacher,

I am writing to you because I believe my child/children have become eligible for free school meals. This is very welcome news for us. In light of the information shared in this letter, please can you help my family to receive free school meals support as soon as possible.

In April 2022 eligibility for free school meals support was permanently extended to all families with ‘no recourse to public funds’ (NRPF). Please see the Government’s guidance on the extension [here](https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities/providing-free-school-meals-to-families-with-no-recourse-to-public-funds-nrpf).

Children will now be able to access free school meals support if their families have no recourse to public funds **and** their families earn less than the minimum income threshold:

* £22,700 for families outside of London with 1 child
* £26,300 for families outside of London with 2 or more children
* £31,200 for families within London with 1 child
* £34,800 for families within London with 2 or more children

I have provided information below about my family’s circumstances to help you assess whether my child is eligible for free school meals.

**Child’s details**

|  |  |
| --- | --- |
| Surname of child | First name(s) of child |
| Date of birth of child | Nationality of child |
| Address of child | |

**Parent/carer’s details**

|  |  |
| --- | --- |
| Surname of parent/carer | First name(s) of parent/carer |
| Relationship to child | Nationality of parent/carer |
| Address of parent/carer | |
| My child is now eligible for free school meals as (circle or delete as appropriate):   * I have leave to remain or a visa with no recourse to public funds * I have no immigration status and therefore have no recourse to public funds * I have NRPF and my family is in receipt of support under section 17 of the Children Act 1989 * I have an outstanding immigration application or appeal * My family receives support under Section 4 of the Immigration and Asylum Act 1999 | |

**Evidence of earnings (only to be completed by those who are not receiving support under Section 4 of the immigration and Asylum Act 1999)**

|  |  |
| --- | --- |
| Employment status |  |
| If you have a partner, are they employed? |  |
| If you and/or your partner are employed, are your annual net earnings after tax less than the minimum income threshold (as above)? |  |

I am also attaching the following evidence to confirm my circumstances:

***[Enter details of evidence provided]***

Please do not hesitate to contact me should you require further information.

I confirm that the information I have provided above is accurate and true.

Yours sincerely,

**Name: Address:**