

ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane
Lowton
Warrington
WA3 2PW

☎ 01942 201140

web www.saintlukes.wigan.sch.uk

Headteacher: Mr S Hardaker e-mail enquiries@admin.saintlukes.wigan.sch.uk

30 September 2021

Dear Parents and Carers,

We subscribe to the Local Authority Pupil Premium and Free School Meal Checking Service. This means that, with your permission, your eligibility to receive free school meals and the school's eligibility to claim Pupil Premium can be checked weekly.

Pupil Premium attracts additional funding for St Luke's and enables us to implement a number of support packages to enhance the education of our children, as well as provide free snack and milk to the children who are eligible.

More information on Pupil Premium can be found by following this link

<https://www.wigan.gov.uk/Resident/Benefit-Grants/Free-school-meals.aspx>

This year the DfE will collect the data for our 2022/2023 Pupil Premium Grant on 7 October 2021 therefore, if you would like your eligibility checking on a regular and ongoing basis, please complete and return the attached form to the school office by Monday 4 October 2021, or email enquiries@admin.saintlukes.wigan.sch.uk and provide the information requested http://www.saintlukes.wigan.sch.uk/serve_file/2914228 so that we can claim the funding for our school.

All applications will be dealt with in the strictest confidence.

Thank you for your support of St Luke's.

Yours sincerely,

S Hardaker

Mr S Hardaker
Headteacher

This form will allow the Local Authority to check and then subsequently advise your child's school if they are eligible to receive a free school meal. This is so that the school can claim for the pupil premium funding.

Important: If you do not wish to claim a free school meal we will still share the eligibility status with your school to enable them to claim the pupil premium funding. This may be the case for children in Reception, Year 1 and Year 2 who are entitled to universal free school meals.

Please complete the details below in full and return to your child's school.

Part 1

Parent 1									
National Insurance Number									
National Asylum Support Service Number									
Surname (block capitals)									
Forename (block capitals)									
Date of Birth (DD/MM/YYYY)									
Parent 2 (if applicable)									
National Insurance Number									
National Asylum Support Service Number									
Surname (block capitals)									
Forename (block capitals)									
Date of Birth (DD/MM/YYYY)									

If you are entitled, do you wish to claim a free school meal for your child(ren)? Yes / No

Signature: _____

Date: _____

How we will use your data

- The Local Authority will use the information above to carry out a check that will be used to determine whether your children are currently eligible for Free School Meals/Pupil Premium
- Please note that this check does not affect any benefits you may be receiving and does not inform the school or the Local Authority of any details of these benefits
- The information will be stored securely and will only be accessed by those responsible for undertaking this check
- The information will be retained until the children listed have left education in Wigan LA with the purpose of carrying out both an initial check and subsequent re-checks during this time
- If your circumstances or details change it is important that you notify the school immediately as a re-check will be necessary and if this results in your child no longer being eligible for a free school meal, you will be informed by the school
- If your circumstances or details change and you feel your child may now be eligible for free school meals again, please reapply using this form
- If you wish to find out more on what the Local Authority does with your data please refer to our Privacy Notice on our website at: www.wigan.gov.uk

Part 2

Child(ren)'s details (please use block capitals)

Forename		Surname											
Date of Birth													
UPN (the school will complete this)													

Forename		Surname											
Date of Birth													
UPN (the school will complete this)													

Forename		Surname											
Date of Birth													
UPN (the school will complete this)													

Forename		Surname											
Date of Birth													
UPN (the school will complete this)													

Part 3 (to be completed by the school)

School Name	
School DfE Number (if known)	