

ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Dear Parents and Carers,

Important Information: Free School Meal Application Process

Free School Meals can be applied for quickly and easily through an online form, which you can access by following this link: [FSM Application Website](#)

You can make an application even if you are not currently eligible, as free school meal eligibility is checked monthly for those registered, which means that if you become eligible in the future you don't need to reapply.

To make the process as clear as possible, we've set out the steps below.

How to Apply – Step by Step

1. **Click this link** to access the online form [FSM Application Website](#)
2. **Select St Luke's CofE Primary** from the list provided. To help you, our full name and address is shown.
3. **Add your child's details** (year group, date of birth, and home postcode). This helps to confirm your child's unique pupil number (UPN). If this cannot be matched automatically, the school may be asked to help verify.
4. **Include additional children** if needed – you can list more than one child on the same form, provided the same parent/carer has responsibility for all of them.
5. **Submit the form** and read the information about processing times. Checks are usually carried out weekly on Tuesdays. (During census weeks, checks are done daily.)
6. **Wait for confirmation** – once checks are completed, the school will notify you of the outcome, following the normal process.

Other Key Information

- If you need a quicker decision, please speak to school staff. They can request a one-off check for you (with your NI or NASS number, surname, and date of birth).
- Monthly rechecks are carried out automatically for all children not currently eligible, **so if you are not currently eligible you can still apply and if you become eligible in the future you don't need to reapply.**
- If your child already receives free school meals (not Universal Infant Free School Meals) you do not need to reapply.

Free School Meal eligibility is different to the Universal Free School Meals that our Key Stage 1 children receive and we strongly urge Key Stage 1 and Key Stage 2 parents and carers to apply.

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. If you are able to apply before Tuesday 30 September this will greatly help the school.

We hope this new online system makes applying easier for you. If you have any questions, please contact the school office.

Yours sincerely,

S Hardaker

Headteacher



SCHOOL
MEMBER

