

Free School Meals – Frequently Asked Questions

Issue: I have realised that I am being informed that I am not eligible because I have input the wrong NI number.

Answer: Information on updating your National Insurance Number in the Parent Portal can be found in the 'free school meals portal guide' on the following pages.

Issue: My child is in Year 1, so I was not sure if I had to apply, as the school gave me an application form.

Answer: Tell your Local Authority if you also get any of the qualifying benefits - your child's school can get extra funding if you do. See this [this webpage](#) for more information.

Question: Do I need to reapply for my other child?

Answer: No, you do not need to reapply for the other child unless your circumstances change.

Question: Have you received my application?

Answer: You will receive a confirmation email once you have submitted your application.

Issue: My child attends a school in the city, the school was not there to choose.

Answer: Please contact Leicester City - see [this webpage](#).

Question: Do I need to reapply every year?

Answer: No, you do not need to reapply unless your circumstances change.

Issue: My result is saying that I am not eligible, but my child received free meals at their previous school.

Answer: Please complete the [Contact Us form](#) and the Free School Meals Team will contact you.

Issue: My result is 'not eligible', but the child is looked after, and the school have told me they should be eligible.

Answer: You need to be on a qualifying benefit to be eligible. The pupil premium does not automatically mean that you are eligible for free school meals. See [this webpage](#) for more information.

Question: Will the school be notified that I am eligible; do I need to do anything?

Answer: No, you do not need to do anything if your child is a student at a Leicestershire school, the school will have access to your information.

Question: The high school uses a card system, how does this work?

Answer: Please contact the school with your question.

Question: Am I eligible for the free vouchers?

Answer: further information can be found on [this webpage](#).

Issue: I have changed my e mail address.

Answer: Please use our [change of details form](#).

Free School Meals Portal Guide

Step 1- Your Details

Select **National Insurance (NI)** or **National Asylum Seeker Number (NASS)** as applicable.

Free School Meals: Application

1 Your Details ✓

2 Select Children ?

3 Add Documents

4 Your Results

Your Details (1 of 4)

Please fill in your National Insurance (NI) or National Asylum Support Service (NASS) number:

NI or NASS Number * NI NASS

NI Number: * AA165433A ✓

DOB * 01 Jan 1980 ✓

Back Save

Enter your **Date of Birth** here.

Enter your **NI** or **NASS** number here.

Click to save and continue

Step 2- Select Children

Free School Meals: Application

1 ✓ Your Details 2 ? Select Children 3 Add Documents 4 Your Results

Select Children (2 of 4)

Please be aware that only children between the age of 3 Year(s) 0 Month(s) and 18 Year(s) 11 Month(s) will be displayed. ×

Select the child(ren) you wish to include in the free school meals application.

New Child

Name	DOB
There are no records to show	

Please select the child you wish to apply for

Back Next

Click here to enter the details of the child that you wish to include in your application.

Free School Meals: Application

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * Charles ✓

Middle Name

Surname * Wilson ✓

DOB * 02 Feb 2015 ✓

Gender * Male ✓

Address same as Applicant?

Current School Add School

Cancel Save

Enter child details into the mandatory fields (marked *).

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *	<input type="text" value="Charles"/>	✓	<input type="checkbox"/> Is the Child due to change their Address in the near future?
Middle Name	<input type="text"/>	✓	
Surname *	<input type="text" value="Wilson"/>	✓	
DOB *	<input type="text" value="02 Feb 2015"/>	✓	
Gender *	<input type="text" value="Male"/>	✓ ↕	
	Current School	<input type="text"/>	✓
			<input type="button" value="Add School"/>

The **Current School** field isn't mandatory, but you can add the child's school by selecting **Add School**.

Search for a School

Local Authority	<input type="text" value="Leicestershire"/>	Q
Gender *	<input type="text" value="All Applicable Schools"/>	↕
<small>*All Applicable Schools* finds all mixed-gender schools and all schools which only accept your child's gender.</small>		
School *	<input type="text" value="ba"/>	Q
<input type="button" value="Cancel"/>	<input type="text" value="Barlestone Church of England Primary School - Barton Road - CV13 0EP"/>	
	<input type="text" value="Barwell Church of England Academy - High Street - LE9 8DS"/>	
	<input type="text" value="Battling Brook Primary School - Frederick Avenue - LE10 0EX"/>	

Enter the name of the school into the **School** field. As you type, suggestions will appear. Select the correct school from the list.

Search for a School

Local Authority

Gender *
All Applicable Schools finds all mixed-gender schools and all schools which only accept your child's gender.

School *

Barlestone Church of England Primary School

Code
8552013

Ofsted URN
140850

Address
Barlestone C Of E Primary School,
Barton Road,
Barlestone,
Leicestershire,
CV13 0EP

Headteacher
Mrs Jo Westaby

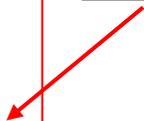
Phone
01455 290511

Ages
4 - 11

Gender Mix
Mixed

Supplementary Information Form (SIF) Required
No

Select to continue.



Free School Meals: Application

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * ✓ Is the Child due to change their Address in the near future?

Middle Name

Surname * ✓

DOB * ✓

Gender * ✓

Address same as Applicant?

Current School



If the child lives at the same address as the applicant leave the box ticked.

If the child lives at a different address untick the box.

If the tick box is unticked, an address box appears. Click on **Add Address** to enter the child's address.

Address same as Applicant?

Address * No address to display.

Add Address

Free School Meals: Application

Search for an Address

Search for an address using the fields below

Primary

Postcode * ✓

Cancel **Search**

Enter the address postcode and click **Search**.

Free School Meals: Application

Search for an Address

Search for an address using the fields below

Primary

Postcode * ✓

Search

Search Results

Please select an address from the results below. *

Cancel **Enter Address Manually** **Confirm Selected**

Select to view search results.

35, Glenfield Road, LE3 6AU
 37, Glenfield Road, LE3 6AU
 39, Glenfield Road, LE3 6AU
 Flat 1, 41, Glenfield Road, LE3 6AU
 Flat 2, 41, Glenfield Road, LE3 6AU
 Flat 3, 41, Glenfield Road, LE3 6AU
 Flat 4, 41, Glenfield Road, LE3 6AU
 43, Glenfield Road, LE3 6AU
 45, Glenfield Road, LE3 6AU
 47, Glenfield Road, LE3 6AU
Flat 1, 47, Glenfield Road, LE3 6AU
 Flat 2, 47, Glenfield Road, LE3 6AU
 Flat 3, 47, Glenfield Road, LE3 6AU
 Flat 4, 47, Glenfield Road, LE3 6AU
 49, Glenfield Road, LE3 6AU
 Bedsit 1, 49, Glenfield Road, LE3 6AU
 Bedsit 2, 49, Glenfield Road, LE3 6AU
 Bedsit 3, 49, Glenfield Road, LE3 6AU
 Bedsit 4, 49, Glenfield Road, LE3 6AU
 Bedsit 5, 49, Glenfield Road, LE3 6AU

Cancel Enter Address Manually Confirm Selected

Select correct address from the list.

Search for an Address

Search for an address using the fields below

Primary

Postcode * ✓

Search Results

Please select an address from the results below. *

✓

Selected Address

Secondary	Flat 1
Primary *	47
Street *	Glenfield Road
Locality	
Town	Leicester
County	
Postcode	LE3 6AU

Cancel Enter Address Manually Confirm Selected

The address selected is displayed.
 If this is correct select **Confirm Selected** to continue.

If the address you required was not listed, select **Enter Address Manually** to add.

Search for an Address

Search for an address using the fields below

Primary

Postcode * ✓

Enter an Address

Enter an address using the fields below. Required fields are marked with an * .

Secondary

Primary * ✓

Street * ✓

Locality

Town

County

Postcode * ✓

Enter address information into the above fields. Mandatory fields are marked * .

Select to continue.

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * ✓

Middle Name ✓

Surname * ✓

DOB * ✓

Gender * ✓ ⚑

Address same as Applicant?

Address * ✓

Is the Child due to change their Address in the near future?

Current School ✓

If the Child is due to change address in the near future you can provide this information. Tick the box to enter the address and start date.

Is the Child due to change their Address in the near future?

Future Address *
Add Address

Date of Proposed Change of Address *
Add School

Current School
Save

Select **Add Address** to enter the new address (using the same method as detailed above).

Enter the date from which the new address will start.

Select **Save** to continue.

Update Child

The selected child's details can be updated using the below form. Once you are happy with your changes, please save them using the buttons at the end of the form.

Forename * Is the Child due to change their Address in the near future?

Middle Name

Surname * Current School
Add School

DOB *

Gender *

Address same as Applicant?

Cancel **Save**

When you have added all child details select **Save**.

If you need to add any more children, select **New Child** and follow the same process as above.

Free School Meals: Application

1 Your Details ✓ 2 Select Children ✓ 3 Add Documents ? 4 Your Results

Select Children (2 of 4)

Please be aware that only children between the age of 3 Year(s) 0 Month(s) and 18 Year(s) 11 Month(s) will be displayed.

Select the child(ren) you wish to include in the free school meals application.

[New Child](#)

	Name	DOB
<input checked="" type="checkbox"/>	Charles Wilson	02/02/2015

Please select the child you wish to apply for

[Back](#) [Next](#)

Tick the box to select the child(ren) you wish to apply for. Select **Next** to continue.

Step 3- Add Documents

Free School Meals: Application

1 Your Details ✓ 2 Select Children ✓ 3 Add Documents ? 4 Your Results

Add Documents (3 of 4)

[Attach documents to application](#)

No documents have been attached to this application.

Please confirm that you wish to proceed without attaching any documents

[Back](#) [Submit Application](#)

Select **Attach documents to application** to upload any necessary documents in support of your application.

Tick the box to confirm that you wish to proceed with your application without attaching any documents.

Select **Submit Application** to complete the application process.

Step 4- Your Results

Your Results - This page confirms that your application has been received (you will also receive email notification). Depending on the DfE (Department for Education) checking facilities you may or may not receive immediate confirmation of whether your application has been successful. As with the above example, even if a result hasn't been returned, your application will be submitted for further checks by the Free School Meals team and you will be contacted in due course.