

**Pupil Support  
Benefits**  
4<sup>th</sup> Floor  
Laurence House  
Catford  
London  
SE6 4RU

[www.lewisham.gov.uk/psenquiry](http://www.lewisham.gov.uk/psenquiry)

Dear Parent/Guardian

## Free School Meals

If you are in receipt of any of the following benefits you may be eligible to receive Free School Meals for your child:

- Universal Credit – net earnings threshold of £7400 from April 2018
- Income Support
- Income-based Jobseekers Allowance or Employment and Support Allowance
- Child Tax Credit – net earnings threshold of £16190.00 from April 2018
- Guarantee element of pension credit
- Support under Part VI of the Immigration and Asylum Act 1999

To apply for Free School Meals please go to  
<https://eyproviders.lewisham.gov.uk/SynergyWeb/>



Welcome to Lewisham Childcare Directory

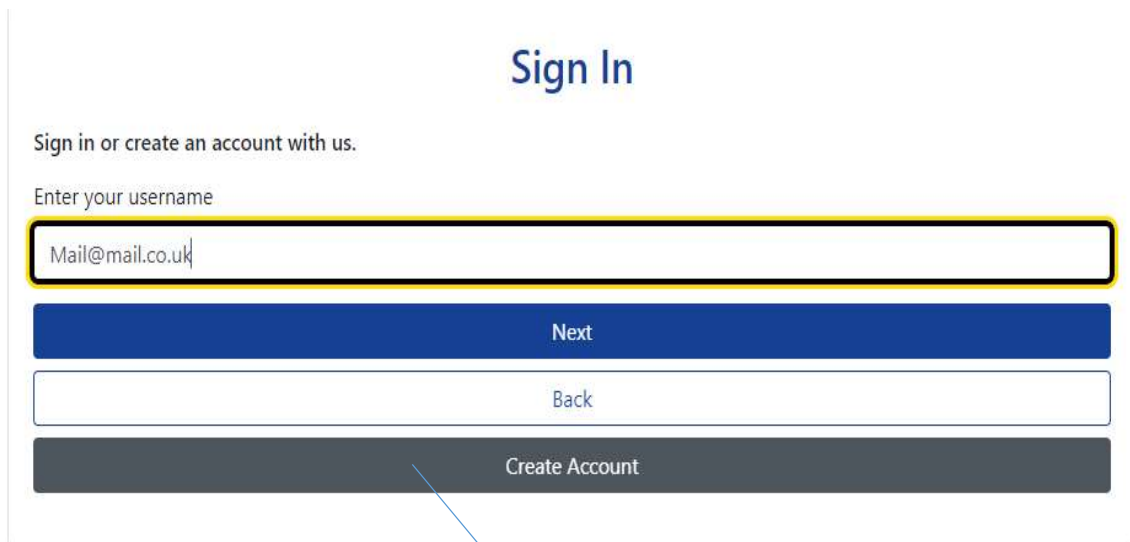
<b>Childcare Directory</b> Click here to search for childcare providers	<b>Free School Meals</b> Click here to Apply	<b>School Admissions (In Year Application)</b> Click here to Apply
<b>Free childcare for 2 year olds</b> Click here to Apply	<b>Free School Meals Contact Details</b> Please click here to complete General Free School Meals query - <a href="https://www.lewisham.gov.uk/psenquiry">https://www.lewisham.gov.uk/psenquiry</a>	<b>Technical Support for In Year Admissions</b> For Technical Enquiries please email - <a href="mailto:parentportal@lewisham.gov.uk">parentportal@lewisham.gov.uk</a>
<b>Free childcare for 3 and 4 year olds (Opens in New Window)</b> Click here for eligibility criteria and application process		
<b>2 Year Old Entitlement Contact Details</b> For 2 Year Old Free Entitlement queries please email - <a href="mailto:early.entitlements@lewisham.gov.uk">early.entitlements@lewisham.gov.uk</a>		

**You will need to create an account or log into an existing account and submit an online application.**

**To create an account please add the following information:**

- Your full name and date of birth as registered with HMRC(Tax Office) or DWP (Child Benefit and Universal Credit)
- Your full address as registered with the above agencies (if your address is out of the borough you will receive a warning banner; please scroll to the bottom of the page and press continue)
- Your email address

Once you are registered an e-mail notification will be sent requesting you to verify your account. Click on the link to access the online application.



**Sign In**

Sign in or create an account with us.

Enter your username

[Next](#)

[Back](#)

[Create Account](#)

Select unless you have an existing account

## Create Account

### Personal Details

Title *	<input type="text" value="Ms"/>	✓
Forename *	<input type="text" value="Test"/>	✓
Middle Name	<input type="text"/>	
Surname *	<input type="text" value="Test"/>	✓

### Contact Details

Email Address *	<input type="text" value="Mail@mail.co.uk"/>	✓
Confirm Email *	<input type="text" value="Mail@mail.co.uk"/>	✓
	<small>Emails Match</small>	
Daytime Number	<input type="text" value="07777 001122"/>	✓
Evening Number	<input type="text"/>	
Mobile Number	<input type="text" value="07777 001122"/>	✕ ✓

Enter YOUR details as the record will be for YOU and will list your children. Children can be added after the email address is verified

### Address

No address to display.

### Address

### Search for an Address

Search for an address using the fields below

Primary	<input type="text" value="1"/>
Postcode *	<input type="text" value="SE6 4RU"/>
<div><div>Cancel</div><div>Search</div></div>	

### Account Security

New Password *	<input type="password" value="••••••"/>	✓
	<small>Password meets requirements</small>	
Confirm Password *	<input type="password" value="••••••"/>	✓
	<small>Passwords match</small>	
<div><div>Start Again</div><div>Create</div></div>		

Search and select the address  
Password example London1\$  
Select

## Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

Back
Resend email in 8 seconds.

**To complete the online form please enter the following mandatory information:**

- Your National Insurance number (NINO) in full as registered with HMRC and DWP
- Your date of birth in full as registered with HMRC and DWP

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

Back
Save

Select NI or NASS button

### 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

Number: \*  ✓

DOB: \*  ✓

Save

Confirm your details and save

You will then see your saved details or add your NI (or NASS) number and date of birth. (Please note that if you are No Recourse to Public Funds you should contact Pupil Support on the enquiry link at the top of this guide for more information)

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

### New Child

### 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"/>	Current School	<input type="text"/>
Middle Name	<input type="text"/>		<input type="button" value="Add School"/>
Surname *	<input type="text"/>		
DOB *	<input type="text"/>		
Gender *	<input type="text" value="Please select an option"/>		
<input checked="" type="checkbox"/> Address same as Applicant?			
<input type="button" value="Cancel"/>			<input type="button" value="Save"/>

**Please add all of your children who are of school age including the following details for each child (If your child is already on your record you do not need to add them. You can check the children already added by scrolling down the screen):**

- Your child's full name as shown on their birth certificate
- Your child's date of birth in full
- Your child's gender
- The name of the school they are attending is not mandatory and can be left blank, or select a school from the options in the drop down list

### Edit Child detail

DOB	
20/06/2017	<input type="button" value="Edit"/>
11/11/2018	<input type="button" value="Edit"/>
28/07/2015	<input type="button" value="Edit"/>
18/10/2015	<input type="button" value="Edit"/>

Select the relevant box to edit child detail

## Completing the application

The screenshot shows the 'Free School Meals: Application' form at step 3, 'Add Documents'. The progress bar at the top shows four steps: 1. Your Details (green circle with checkmark), 2. Select Children (green circle with checkmark), 3. Add Documents (blue circle with question mark), and 4. Your Results (grey circle). The main content area is titled 'Add Documents' and includes a button 'Attach documents to application'. Below this is a yellow warning box with an icon and the text 'No documents have been attached to this application.' Underneath the warning box is a checkbox labeled 'Please confirm that you wish to proceed without attaching any documents'. At the bottom left is a 'Back' button and at the bottom right is a 'Submit Application' button.

You do not need to upload any documents at the time of the application. If we require further information from you we will request it to be provided by an alternative method. A successful application requires no further documentation, however if you wish to upload any documents you can do so here.

Please tick the box to confirm you wish to proceed without attaching documents.

## Submit the application using the button

After you have submitted the online form you will see the confirmation screen.

The screenshot shows the 'Free School Meals: Application' form at step 4, 'Your Results'. The progress bar at the top shows four steps: 1. Your Details (green circle with checkmark), 2. Select Children (green circle with checkmark), 3. Add Documents (green circle with checkmark), and 4. Your Results (blue circle with checkmark). The main content area is titled 'Your Results' and includes a red 'X' icon followed by the text 'Result: Not Found'. Below this is a line of text: 'Qualifier: No Trace - Check data'. Underneath is a paragraph: 'Unfortunately the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for Free School Meals. Your application has still been submitted - we will do a further check and may contact you for additional information.' At the bottom left is a 'Restart' button and at the bottom right is a 'Finish' button.

Select finish to submit the application and return to the home screen should you wish to apply for another service.

**Please ensure you sign out of the system by selecting the blue button with your initials in at the top right hand side of the page.**

Free School Meals: Application

1 2 3 4

? Your Details Select Children Add Documents Your Results

**Your Details** (1 of 4)

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

This allows you to amend your personal details (change address or correct errors) in the Account Management option or Sign Out

**Once your application has been submitted and processed a letter will be sent to you advising you of the outcome of the application.**

**If your application is successful your child's school can claim the Pupil Premium funding of £1455.00 for primary pupils, or £1035.00 for secondary pupils to benefit your child.**

## **PLEASE NOTE**

August and September are the busiest times for applications and can lead to delays in processing. Please try to avoid these times if possible.

**(Reception Year and Year 7 applications can be processed from April onwards. This follows the introduction of Transitional Protection by the government in April 2018 which guarantees all children of successful applications will remain eligible until the end of Universal Credit Rollout in 2025)**