



CAPA College

Free School Meals Policy

2025-2026

Date for Review: June 2026



2025/2026 FREE SCHOOL MEALS

The provision of free school meals is income related. Students of CAPA College will qualify for free school meals if they are aged 16 or over but under 19 on completion of their course and their parent/carer receives:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Please be aware that the following benefits do not qualify for Income Related Free School Meals:

- Contributions based Jobseeker's Allowance
- Contributions based Employment and Support Allowance
- Working Tax Credit
- Invalidity Benefit
- Disability Living Allowance
- Housing Benefit
- Council Tax Benefit
- Child Benefit

Students aged 19 or over are only eligible to receive a free school meal if they are continuing a study programme they began aged 16 – 18 or have an Education, Health and Care Plan (EHCP).

If you would like to make a claim for free school meals please complete the online application form via Applicaa - <https://capacollegebursary.applicaa.com> and tick the FSM box when asked.



CAPA College
Mulberry Way
Wakefield
West Yorkshire
WF1 2QN

We aim to process the application within 5-10 working days and you will be notified of the outcome of your application in writing. CAPA College will ensure that any information you provide is treated in the strictest confidence and handled sensitively.

If your circumstances change, for example, if you start to receive Working Tax Credits or you stop receiving any of the qualifying benefits you must notify CAPA College immediately. If your child receives free school meals whilst they are not entitled, then CAPA College may ask you to pay for the meals provided.

What should I do if I am not happy with the outcome of my application?

Students can appeal against a decision that has been made in relation to their application by writing to:

Chair of Governors
c/o CAPA College
Mulberry Way
Wakefield
West Yorkshire
WF1 2QN